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ABSTRACT

Prepared as an outline of the long-range Michigan Library development program as required by the Library Services Construction Act (LSCA), this report presents goals, objectives, and procedures for strengthening and improving library services to Michigan Library's users over a 3-year period. The Library of Michigan's Long-Range Plan makes up the first half of the report. Following the library's mission statement and a list of 32 planning assumptions which serve as background for long-range planning, three goals are presented: (1) to meet the information needs of the legislature and state government; (2) to meet the administrative, developmental, and technical assistance needs of Michigan libraries of all types; and (3) to meet the library service needs of individuals and agencies for which the state has a statewide resource responsibility. Each goal is divided into a series of objectives to further define the goal, a list of activities to launch the objectives into action, and a note about the status of each objective. The second half of the report is the LSCA Long-Range Program, which serves to supplement the Library of Michigan's Long-Range Plan. This portion of the report specifically addresses LSCA programs and priority needs, presenting a plan for utilizing Title I, II, and III funds. (SD)

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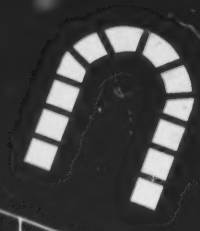

Library of Michigan

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Long-Range Plan

October 1989 to September 1992

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Library of Michigan

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MISSION OF THE LIBRARY OF MICHIGAN

The primary mission and purpose of the Library of Michigan is to promote, advocate and consistently work to achieve the highest level of library service to the State of Michigan and its residents. In implementation of this mission and purpose, the Library of Michigan is directly and specifically responsible to provide priority services to the Legislature, and is also responsible to provide service to the Executive and Judicial branches of State Government and to the organized library structure, such as Cooperatives, Regional Educational Media Centers and the multitype library Regions of Cooperation throughout Michigan serving all other clientele. Toward these ends, the Library of Michigan also encourages the creation of a foundation of public and private interests to raise funds in support of the Library of Michigan and libraries generally, beyond the use of public monies.

The goals and objectives of the Library of Michigan's mission include:

I. Meeting the information needs of the Legislature and State Government.

This is accomplished by:

A. providing priority reference and research service by a variety of means including print materials and automated databases;
B. compiling reading lists and bibliographies;
C. maintaining a collection of, providing information from, and distributing to agencies Michigan State Government publications;
D. interloaning materials from other libraries;
E. providing law library services and information;
F. maintaining and providing information from a regional depository collection of federal government publications;
G. selecting, cataloging and maintaining the Library's collections;
H. providing developmental and technical assistance to State Agency libraries, including establishing and encouraging the sharing of resources by information providers within State Government;
I. building, maintaining and providing access to informational databases; and
J. exploring and developing programs for enhanced library, information, and research services to State Government.

II. Meeting the administrative, developmental and technical assistance needs of Michigan libraries of all types.

This is accomplished by:

A. assessing library and information needs of Michigan citizens;
B. providing leadership coordination and direction for Michigan library development;
C. administering state aid to Michigan libraries;
D. coordinating the penal fine distribution system;
E. administering federal money for Michigan libraries;
F. providing consultive service and technical assistance to Michigan libraries;
G. collecting, publishing and distributing studies, statistics and other information regarding Michigan libraries;
H. monitoring and planning for legislation relating to Michigan libraries and bringing the library and information needs of Michigan and its people to the attention of State Government;
I. providing certification services and, on request, evaluative assessments to Michigan libraries; and
J. providing public relations advice and assistance to Michigan libraries.

III. Meeting the library service needs of individuals and agencies for which the Library has a statewide resource responsibility.

This is accomplished by:

A. providing research assistance utilizing the Library's special collections in Michigan, law, federal and state documents, genealogy and library science.
B. coordinating and administering the statewide interlibrary loan network;
C. providing and coordinating the provision of materials for the state's blind and physically handicapped citizens and those residing in state institutions;
D. providing information resources of its special collections to all citizens including onsite access and participation in interlibrary loan and other networks;
E. providing electronic communication and delivery services, within the limitation of available funds, in such a way as to encourage the sharing of resources among systems and among libraries of all types (schools, academic, public, special, state agency and institutional) and, to encourage the extension of services to underserved elements of the population; and
F. providing leadership and encouragement for libraries to bridge the gap between those groups in Michigan's population having access to any information in any format through any source and those whose access to needed information is restricted due to age-related, linguistic, ethnic, physical, geographic or economic barriers.

Approved by the Library of Michigan Board of Trustees, May 4, 1984

PLANNING ASSUMPTIONS

The following planning assumptions serve as a background for long-range planning for the Library of Michigan. These conditions are expected to prevail over the three-year period from October 1989 through September 1992.

1. Organizational structure of the Library will continue to be evaluated and changed, where appropriate, to improve the delivery of materials and services, and fulfill statutory responsibilities.

2. Overall volume of demands on library staff and resources will continue to increase because of the Library's move into the Michigan Library and Historical Center and extended service hours. Staff will remain flexible to adjust to changing service patterns and user needs.

3. State funding will increase to support specific programs and staffing needs, where appropriate,in order to reduce dependency on federal funds for library operations.

4. State government agencies will continue to increase their demands on Library staff and resources. The Library must be responsive to these changing needs.

5. Library of Michigan Board of Trustees will continue to support adequate funding in these areas: state aid to public libraries, rebuilding funds for Library of Michigan operation, and subregional Libraries for the Blind and Physically Handicapped.

6. Library of Michigan will continue to foster cooperation and improved statewide library services by working with other library organizations.

7 Library of Michigan/Upper Peninsula Branch will provide increased service to state government agencies in the Upper Peninsula.

8. Library of Michigan Foundation, a non-profit, tax-exempt corporation, will raise funds to meet specific needs of the Library of Michigan and libraries generally.

9. Library of Michigan's statewide study of public library services and library development will provide an incremental plan for development activity in Michigan through 1995.

10. Technological developments will provide additional opportunities for the Library to enhance effective access and delivery of information to the Legislature, state government and Michigan citizens.

11. Library of Michigan will continue to provide leadership in resource sharing among all types of libraries, Public Library Cooperatives and multitype Regions of Cooperation.

12. Library of Michigan special collections will continue to be used heavily, increasing demands on staff and resources. Cataloging and conversion of retrospective titles in these collections will continue.

13. The number of interlibrary loan requests will continue to increase due to improved access through NOTIS.

14. Library of Michigan will complete the development of the integrated library automation system.

15. Library of Michigan will continue to coordinate the state network of federal document depository libraries and will assess their abilities to meet depository standards.

16. Library of Michigan will continue to provide critical information to fill legal and other research needs of state government. This information will become increasingly available in microformat and in other non-print formats.

17. Library of Michigan will continue to evaluate the overall organizational structure for the provision of library services to the state's blind and physically handicapped citizens to determine the most effective methods of service delivery and funding.

18. Library of Michigan Service for the Blind and Physically Handicapped will continue to work with subregional libraries to assess each library's ability to meet the "Standards for Library of Michigan Service for the Blind and Physically Handicapped Network Libraries."

19. Library of Michigan will continue to enhance its public information program in order to provide awareness of its services and resources.

20. Library of Michigan will continue to seek sources of funding to support special projects not covered by state or federal LSCA appropriations.

21. Library of Michigan will continue to encourage libraries of all types to participate in resource sharing on a local, regional and statewide basis. The Library will support the continued development of linkages between all types of libraries and the use of technology to improve storage, access and delivery of information and materials.

22. Library material costs will continue to escalate, reinforcing the need for libraries of all types to cooperate with each other through resource sharing.

23. Federal grant funds alloted to Michigan through the Library Services and Construction Act(LSCA), or other federal statutes, will continue to be administered by the Library of Michigan in compliance with statutory and regulatory requirements.

24. Library of Michigan will continue to make necessary programmatic and procedural revisions of federal grant administration, based on federal Single-Audit Act requirements.

25. LSCA Advisory Council will continue to provide the Library of Michigan with advice on the usage of federal LSCA grant monies.

26. Library of Michigan will cooperate with other major providers to develop a multi-year continuing education plan to offer a broad spectrum of opportunities, while avoiding duplication of efforts.

27. Library of Michigan will cooperate with Michigan's graduate library schools to assist in training individuals to fill the state's need for qualified librarians.

28. Library of Michigan will continue to provide public librarians and trustees with legal information relevant to the operation or establishment of public libraries in Michigan.

29. Library of Michigan will assist public libraries by providing workshops on fiscal planning and the development of all possible funding sources.

30. Library of Michigan will address the need for improved preservation and conservation of library materials by working jointly with other agencies to provide training and assistance on a statewide basis.

31. Michigan's institutionalized population will continue to grow and require access to library and information resources. The Library of Michigan will continue its role with the appropriate state agencies to assist in library-related matters.

32. Library of Michigan will continue to work with state agency libraries to evaluate their needs,improve coordination of services, and to develop a joint strategy to address current and future needs.

GOAL I: MEETING THE INFORMATION NEEDS OF THE LEGISLATURE AND STATE GOVERNMENT

Objective A: Providing priority reference and research service by a variety of means including print materials and automated databases.

Status: *Mid-year 1988, Information and Government Services was renamed Public Services and combined with the Technical Services activities to become the User Services Division. This combination of efforts will allow focus on providing priority reference/research service to Library of Michigan client groups.*

Numerous staffing changes were made to accommodate increased demands for service. Assistant directors for Technical Services and Public Services were appointed to expedite timely answers to written and telephone requests, in addition to walk-in patron requests. The Reference Research Center was established within Public Services. Both the Government Relations Specialist and Senior Reference Librarian vacancies were filled.

In September 1988, the Library of Michigan began moving materials and staff into the new Michigan Library and Historical Center. Over 5.2 million items were relocated in just 30 working days. Following a short period of curtailed services, the public again had full access to services on November 21, 1988. The Library's collections are now fully integrated at one site and provide ready access for state government clients. These accomplishments combine to facilitate the efficient delivery of services to users as the demand for services increases dramatically in the Library's new location.

Activities:

1. Respond quickly and accurately to requests for information utilizing the Library's extensive collections of materials, including government documents, online databases and other resources.

2. Loan books and government documents from the Library's collections, as well as provide for document delivery.

3. Continue a public awareness program which communicates the extent of service and resources available to the Library's clientele.

4. Provide additional service hours for users during evenings and weekends.

5. Select books, periodicals, out-of-state documents and other materials in accordance with the Library's Mission Statement and Collection Development Policy; select online databases to add to the array of online services already offered.

6. Provide continuing education to Library staff to upgrade their information skills and service standards.

7. Investigate and implement methods to enhance access, delivery and storage of information.

Objective B: Compiling reading lists and bibliographies.

Status: *Bibliographies on topics of special importance to the Legislature and state government agencies continue to be developed using online databases and materials from all of the Library's collections including out-of-state documents, periodicals and journals. A prime example was the chronology and bibliography developed for Black History Month.*

Activities:

1. Monitor topics of legislative concern for which bibliographies may be desired.

2. Publish reading/research lists and bibliographies for use by government employees.

Objective C: Maintaining a collection of, providing information from, and distributing to agencies, Michigan State Government publications.

Status: *Over the past year, the Michigan Documents Project has been working to systematically catalog and preserve the collection of Michigan state documents, dating from 1805 to the present. This project will provide access to these important documents on both a national database (OCLC), and the Library's online catalog.*

The move to the new facility made it possible to gain better physical control of state documents, consolidating the duplicate collection, to greatly improve accessibility. The Michigan Documents Project and the new building have combined to increase the repository program visibility and, consequently, accession rate. Staff continues to work toward the goal of full deposit of all Michigan governmental publications prepared for public distribution.

Activities:

1. Acquire deposit copies of all Michigan government document publications to be made available on loan to the Library's clientele.

2. Continue to distribute Michigan governmental publications to all depositories in the state depository system.

3. Maintain the non-circulating or official collection of Michigan governmental publications.

4. Continue to expand online bibliographic catalog access and explore alternative means of providing for offline products from the online database.

5. Automate documents acquisition and control procedures to improve access.

6. Develop additional access tools to Michigan government publications.

Objective D: Interloaning materials from other libraries.

Status: *The Library of Michigan continues to encounter increasing demand by state employees and libraries for materials and photocopied articles through interlibrary loan channels. Reconfiguration of workflow has decreased turn-around time needed to meet these demands.*

The communication technologies of the OCLC Interloan Subsystem and telefacsimile technology are fully used to facilitate interloan. In addition, the Library of Michigan has taken a leadership role in the revision of protocols.

Activities:

1. Borrow books, documents and periodical articles for state employees via interlibrary loan and other delivery methods.

2. Support interloan services by promptly mailing and receiving library resources, efficiently moving resources within the organization and delivering resources to the Legislature and other state government agencies, as well as to other requestors through the Regions of Cooperation.

3. Maximize the use of state-of-the-art interloan methods and technologies.

4. Increase the level of service to state employees and libraries by document delivery through the use of telefacsimile equipment.

5. Continue the examination and revision of interloan procedures to foster reciprocal agreements with other libraries.

6. Provide leadership for the upgrade of interloan standards through participation in statewide and/or national committees.

Objective E: Providing law library services and information.

Status: *During the year, the Law Library continued to provide a wide range of legal information services to state government. The book collection grew to over 137,000 volumes. At the same time, the Law Library conducted a vigorous weeding of over 3,000 volumes. Database and telefacsimile services continued to be popular.*

In response to Activity # 13: "Evaluate options addressing spatial needs of Law Library service and material for five to eight years of growth; implement the most effective plan", the delivery of service was improved through a physical rearrangement of the facility. The front of the library was opened up to create a more spacious and inviting research environment. Additional study tables and carrels were added to accommodate the growing number of legal researchers. Expanded book shelf space was created by relocating foreign law and older state law materials to the Library of Michigan main building. A new database room was established for online searching. Database equipment was upgraded and a new Lexis terminal and a WALT II Westlaw terminal were installed. Activity #13 has been revised to: Evaluate options to maximize the use of space in the Law Library.

The State of Michigan received a gift of a reproduction of the Howard Chandler Christy painting depicting the signing of the Constitution. The painting is hanging in the front area of the Law Library. This well-known painting was a gift from the U.S. Constitution Bicentennial Committee.

Activities:

1. Strengthen the State Law Library's collection by acquiring new legal materials of importance to state government.

2. Provide reference and research services from the collection of legal materials to meet the needs of state government.

3. Provide, promote and create cost-effective legal database services to state government.

4. Compile and distribute reading lists, user guides and bibliographies on important legal topics appropriate to units of state government.

5. Substitute microforms, where appropriate, for hardcopy forms of legal materials to save space and to replace paper materials in advanced states of deterioration.

6. Establish ongoing educational programs of basic, advanced and specialized legal research for state government staff.

7. Promote legal information networks by working with library and law groups to determine areas appropriate for cooperative delivery of legal information and Law Library services.

8. Provide telefacsimile service for document delivery of legal information to researchers throughout Michigan.

9. Promote a strong and positive image of the Law Library through public information publications and programs.

10. Inform state government about sources of current legal information and other new Law Library services.

11. Strengthen security procedures at the State Law Library to prevent theft and unauthorized borrowing of materials.

12. Review and evaluate collection development and retention policies in order to meet current and future needs.

13. Evaluate options to maximize the use of space in the Law Library.

Objective F: Maintaining and providing information from a regional depository collection of federal government publications.

Status: *A high priority for the Library this year has been the provision of better physical access to the federal government publications collection. Automated bibliographic access to these documents is part of an ongoing plan to provide the most current documents information to the Legislature and state government employees, as well as other clients. Physical access to federal documents was enhanced by the move to the new facility. This allowed for reorganization and integration of the entire collection. Prior to the move, necessary preservation work was also undertaken.*

The Library's leadership role among depository libraries was strengthened by the appointment of the Head of Documents to the National Depository Council. The Library continued to explore new technologies and databases for improved access to federal documents. Significant progress was also made toward completion of a revised union list of Michigan's federal depository libraries.

Activities:

1. Acquire deposit copies of all federal government document publications to be made available on loan to the Library's clientele.

2. Provide online access to the documents.

3. Acquire commercially-produced tools to enhance access to federal government documents.

4. Participate in a cooperative project with Wayne State University and the Department of Management and Budget to distribute and increase awareness of U.S. Census products.

5. Coordinate the statewide selective depository library system, providing evaluation and assistance where appropriate.

6. Explore alternative electronic formats for federal documents information.

7. Automate documents acquisitions and control procedures for improved access.

Objective G: Selecting, cataloging and maintaining the Library's collections.

Status: *The Library of Michigan has implemented an integrated automated local system for the acquisition, cataloging and updating of data providing access to its materials. The Library staff has added bibliographic and holdings information to the online catalog, ANSWER, so that the most current, as well as historical periodical check-in data will be available for users. The staff also continued to test and implement new releases or improvements for the online catalog to increase productivity and access.*

Great progress has been made in converting major portions of the Library's collections for online access; approximately 210,000 Dewey items have been added over the last eighteen months. Staff has reclassified approximately 3,500 genealogy titles for ease of access. Additionally, significant progress has been made toward the cataloging and preservation of state documents. The Library of Michigan also continues to contribute bibliographic and holdings data to the international database, OCLC.

Preservation of the Library's collections is addressed through commercial bindery and reproduction services, and available in-house resources.

Activities:

1. Use the integrated automated bibliographic system to acquire, catalog, update, and prepare materials for the most efficient use by patrons and staff.

2. Contribute to an international database through online computer technology, while building an in-house database of library holdings, with special emphasis on the conversion of those collections not already in machine-readable format.

3. Use current technology and available resources for the on-going preservation of the Library's collections.

4. Review continuously the use of technology within the agency to maintain and improve services and programs, and to contain costs, thus contributing to the development of an effective and efficient organization.

5. Perform reclassification and recataloging services as needed to provide improved online access to library collections.

6. Automate control of those items in the collection which circulate.

7. Promote a cooperative effort toward statewide preservation of library materials. **(T.F. Interdependency Rec. #8/A)**

Objective H: Providing developmental and technical assistance to State Agency libraries, including establishing and encouraging the sharing of resources by information providers within State Government.

Status: *Many state agency libraries have been assisted in developmental efforts since 1985. The Library of Michigan continues to support and work with the Council of State Agency Libraries (COSAL) in encouraging interagency library cooperation. Technical assistance by Library of Michigan staff was made available, on demand, to agency libraries.*

The Government Relations Specialist position was filled early in 1989. This individual provides a wide range of support services to state agency library personnel, as well as serving on the COSAL Executive Board.

Activities:

1. Provide developmental and technical assistance to legislative and state agency libraries, including access to the online Library of Michigan database.

2. Encourage the sharing of resources among agency libraries.

3. Work with state agency libraries to evaluate their needs, improve coordination of services, and develop a joint strategy to better serve state government.

Objective I: Building, maintaining and providing access to informational databases.

Status: *The Library of Michigan has continued to develop the online catalog, ANSWER, as the major access to information resources. The Library maintained its commitment to conversion of bibliographic records and cataloging of those collections not currently accessible through the online database (210,000 Dewey items added in the last eighteen months). Participation in the OCLC database is also maintained to provide statewide access to Library of Michigan holdings.*

Subject databases remained central to the support and enhancement of the information and reference/research program. The Library of Michigan has access to close to 400 subject databases.

Activities:

1. Continue to catalog and convert to machine-readable form the Library's collections.

2. Continue to incorporate any future enhancements to the online system which would improve access to the Library's collections.

3. Access commercial or governmental online databases to provide accurate and timely information.

4. Continue to create or update ancillary data files which support the Library's informational public database.

5. Evaluate progress made in building the Library's informational databases and enhance access to them.

6. Continue to plan and implement off-site access to the Library's online database by the Legislature, state agencies, and other priority client groups. **(T.F. Technology Rec. #5/S)**

7. Assist the state's library community in the planning of statewide access to informational databases. **(T.F. Interdependency Rec. #4/A)**

Objective J: Exploring and developing programs for enhanced library, information, and research services to State Government.

Status: *The Library of Michigan continued to focus on the need for quality information service of primary client groups in government. To this end, the vacant Government Relations Specialist position was filled early in 1989. The marketing activities carried out through this position, the reorganization of the User Services Division, and the increase in accessibility and visibility of the Library, brought about by the move to the new Michigan Library and Historical Center have improved the delivery of priority service to the Legislature and state government employees.*

Activities:

1. Market Library of Michigan services to the Legislature and state government agency special libraries, while continuing to systematically assess their information and research needs. **(T.F. Library of Michigan Rec. #12/S)**

2. Develop and distribute promotional and information materials to market Library services and collections to state employees.

3. Coordinate tours and seminars to present the Library's resources and services.

4. Evaluate and utilize appropriate automation systems which support the delivery of Library of Michigan services to state government. **(T.F. Technology Rec. #4/S)**

5. Provide remote access to informational databases, as appropriate.

GOAL II: MEETING THE ADMINISTRATIVE, DEVELOPMENTAL AND TECHNICAL ASSISTANCE NEEDS OF MICHIGAN LIBRARIES OF ALL TYPES

Objective A: Assessing library and information needs of Michigan citizens.

Status: *The Library's surveys of rural libraries and Public Library Cooperatives continue to provide invaluable guidance when developing services and programs to address the library needs of Michigan citizens. Another study is currently underway which will guide the Library of Michigan in its programs. Working cooperatively with Cooperative directors, a Request for Proposal was developed during 1988 for a statewide public library development study. King Research, Inc. is conducting this study during 1989 and the results will guide the Library in developing step-by-step strategies for improved library development through 1995.*

Representatives of all types of libraries were called on to form a Region of Cooperation study committee early in 1989. This twelve-member group is reviewing the past and present status of Regions and considering the multitude of options for more effective resource sharing through multitype organizations in the future. Questions of funding, governance, and organizational structure are currently being discussed. Resolution of these issues is expected during F.Y. 1990.

Activities:

1. Serve as liaison with consultants reviewing, evaluating and projecting library development needs to be addressed through the year 1995.

2. Measure the effectiveness of the multitype Regions of Cooperation for cost-effective and successful resource sharing.

3. Examine Library of Michigan programs (including grant programs) which have statewide impact for their relevance to local libraries and ultimate impact on Michigan citizens.

Objective B: Providing leadership, coordination and direction for Michigan library development.

Status: *The Library Development Division of the Library of Michigan is composed of specialists in the areas of library establishment, continuing education and personnel certification, grants, and institutional services. Staff members spend a majority of their efforts on the development of workshops or presentations, direct communication with public libraries, cooperatives, and state institutions, and participation on statewide library, committees and caucuses.*

In January 1989, King Research, Inc. signed a contract with the Library of Michigan to complete a study of public library development in Michigan. The study will use consensus building techniques at statewide meetings to gather imput in order to build a step-by-step plan for library development addressing such issues as funding, standards, governance, continuing education, and cooperative projects. This work will be completed in December 1989.

In 1988 the Library of Michigan began to lay the groundwork for the statewide coordination of continuing education for library personnel. Information on continuing education activities is provided regularly in the Library of Michigan Newsletter. Library of Michigan staff meet regularly with other major continuing education providers to coordinate course offerings and schedules and to assess the educational needs of librarians.

The Library of Michigan recognizes the difficulties that school library/media center personnel experience in participating in developmental activities. Restoration of accreditation of the library school at Wayne State University and plans for opening a School Media Specialist Certification program at either Grand Valley State University or Western Michigan University may alleviate some of these problems. The Library of Michigan will work closely with organizations such as MAME and the Michigan Department of Education on the implementation of the State Board CEU program and provide as many opportunities as possible to assist school library/media center personnel in meeting their continuing education needs through local or regional channels.

The development of a structured internship program was completed by the Library of Michigan in 1987. It was further tested and fine tuned in 1988. There has been a 50% increase in the number of internships requested and an notable increase in the quality of the training provided.

The Library of Michigan continues its involvement and promotion of adult reading and discussion programs. Funding from the Michigan Council for the Humanities, the National Endowment for the Humanities, and the Michigan Commission on the Bicentennial of the U.S. Constitution was awarded for the "Dynamics of Democracy" adult reading program. Close to 25,000 residents have participated in 1,000 "Let's Talk About It" programs at 200 public libraries since 1984. New programs continue to be developed at the national, state and local levels. The Library is currently working with Detroit Public Library on the American Library Association pilot "Voices and Visions" program on American contemporary poets. Finally, the Library of Michigan has joined with other cultural entities, statewide, to form the Michigan Alliance for the Conservation of Cultural Heritage, promoting the continued availability of Michigan's cultural and humanities resources for the benefit of future generations.

The Library has been the recipient of a $742,159 W.K. Kellogg Foundation grant to establish Education Information Centers in public libraries. The EIC pilot sites in Lansing, Flint, Marquette and Detroit continue to make significant progress toward the establishment of permanent, fully operational EIC's in four communities. EIC's are now recognized as official players in the partnership of job training and employment programs as designated by the Governor's Office for Job Training. EIC's have gained in stature and reputation in each community they serve. Over 10,000 people have taken advantage of the EIC services offered in the first year of operation. The groundwork has been laid for future expansion of EIC's in Michigan.

The success of the Library of Michigan's W. K. Kellogg-funded project has created heightened interest in the expansion of libraries' traditional roles within the community. Federal LSCA Title VI funds, awarded to the Library of Michigan for F.Y. 1989, will combine the services of EIC's with local literacy efforts to encourage community outreach in the form of a workplace literacy project. The Library of Michigan will continue to explore ways in which to support and encourage libraries to take a proactive stance in their communities.

Library of Michigan staff is currently planning Michigan support activities for the national White House Conference on Library and Information Services. While federal funding is not yet appropriated for the national conference, the themes of literacy, democracy and productivity are naturals to pursue during the next 18 months in Michigan. Statewide conferences, regional workshops, publications and grant programs are planned to support literacy, democracy/cultural diversity, and productivity/economic development.

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A committee of Cooperative directors and Library staff are completing plans for the state's third rural library conference to be held in April 1990. This joint effort, supported in part with LSCA Title I funds, will offer programs and opportunities for discussion for librarians working in small or rural libraries in April 1990.

From the technical perspective, the Library of Michigan has encouraged the development of a statewide online union list of serials by providing LSCA Title III grant funds to Regions. Major efforts in the early and mid-1980's have now made Michigan a leader in serials listing in comparison to other states. LSCA Title III funds continue to be used to add records to the OCLC serials database.

Activities:

1. Develop an implementation strategy and action plan in order to respond to the findings of the statewide library development study, the report of the Task Force on Interdependency and Funding, and other study recommendations. Respond actively to all studies about Michigan libraries. Studies are expected to address issues such as standards, governance, funding, and joint projects. **(T.F. Library of Michigan Rec. #6/P, Interdependency Rec. 7/S and Structure #2/P)**

2. Explore ways in which the Library of Michigan can support and encourage libraries to take a proactive stance in their communities.

3. Maintain a liaison with school, public, academic and special libraries through their networks and organizations to promote statewide resource sharing.

4. Maintain a liaison with statewide library organizations, as well as with individual libraries to promote library development, including continuing education, the establishment and operation of Michigan public libraries, and the expansion of traditional roles of public libraries.

5. Coordinate and promote the activities of federal and state document depository libraries, and evaluate the services of these libraries.

6. Work cooperatively with the state's major continuing education providers to coordinate training and program opportunities.

7. Develop and conduct or coordinate statewide and regional workshops, seminars and conferences responsive to the broad, statewide needs of library personnel. Continue development and wide distribution of a multi-year calendar over this three-year period.

8. Assess the educational needs of librarians and coordinate programs to meet these needs. **(T.F. Library of Michigan Rec. #11/S)**

9. Train public librarians in the sponsorship and design of successful individualized training programs, such as internships. Assist in the planning and pairing of individuals for such programs. **(T.F. Library of Michigan Rec. #11/A)**

10. Develop and implement a complete program for Michigan activities supportive of the national White House Conference on Library and Information Services' themes of literacy, productivity, and democracy.

11. Continue to review the needs of state agency libraries and to develop strategies to increase cooperation, communication and coordination of effort to better serve their users.

12. Develop a strategy for improving the quality of library service to children in Michigan, whether through school or public library service. Review the dependency between public libraries and school libraries in order to make recommendations to the Department of Education regarding needed support for school service. **(T.F. Library of Michigan Rec. #3/P and #8/SC)**

13. Continue to work on the liaison established with the Michigan Department of Education to more effectively assist school librarians, as mutually agreed upon by both agencies, and ultimately to improve on the quality of library service available to students. Such efforts would include the provision of opportunities for school library/media center personnel to meet their continuing education needs. **(T.F. Library of Michigan Rec. #10/SC and #11/SC)**

14. Maintain a liaison with state agencies which have responsibility for residential institutions—the Departments of Social Services, Mental Health, Education, Public Health and Corrections—to assist in strengthening their institutional library services.

15. Plan and develop special projects in cooperation with appropriate organizations, to address broad-based needs of Michigan public libraries.

16. Utilize LSCA Title III funds to cover OCLC serials storage fees at the state level during F.Y. 1989. **(T.F. Interdependency Rec. #2/A)**

Objective C: Administering state aid to Michigan libraries.

Status: *Public Act 89 of 1977 provides state aid funds to support public library services in Michigan. During F.Y. 1989, the Library of Michigan processed 16 applications for library Cooperative state aid and over 360 public library applications for state aid. A total of 356 libraries were paid membership state aid as a result of their affiliation with Library Cooperatives. Eligible public libraries and Public Library Cooperatives received a total of $10,619,800. The per capita rate was .0375, and the density rate was $7.50 per square mile.*

Cooperative directors provided direct contact with local member public libraries and assisted them to resolve state aid concerns. In November 1988, the Legislative Council approved guidelines that accelerated the processing of state aid grants to public libraries. A revised publication on state aid guidelines for public libraries and Public Library Cooperatives has been completed and is scheduled for distribution in early spring of 1989.

Activities:

1. Provide statistical and general information to Michigan libraries and legislators on matters pertaining to state aid distribution.

2. Process, evaluate and distribute state aid to appropriate grant recipients in accordance with guidelines and payment schedules approved by the Legislative Council.

3. Seek Legislative Council support for increased state aid at the level of $28.5 million annually and Legislative Council support to amend present legislation to reflect recommended distribution formulas.

4. Develop grant incentive state aid programs that upgrade staff for public libraries serving less than 25,000 people, that upgrade material budgets, and that encourage accreditation-with-excellence levels of service. **(T.F. Funding Rec. #4/P, #5/P,and Library of Michigan Rec. #6/P)**

5. Encourage the combining of two or more library entities into district libraries while seeking formula state aid support for such consolidation efforts. **(T.F. Funding Rec. #6/P)**

Objective D: Coordinating the penal fine distribution system.

Status: *On July 15th of every fiscal year, the Library of Michigan sends a letter to county treasurers and county clerks listing the public libraries serving their county residents. This communication identifies the legally-established public libraries and the populations they serve. This report is used by county treasurers to determine a per capita rate for distributing accumulated penal fine revenues to public libraries by August 1st.*

In counties where there are areas of unserved residents, the County Penal Fine Board is contacted to request the negotiation of contracts which extend library service to such residents. These contacts are responsible for all major contract changes and establishment of new public libraries occurring during the previous 12 months. In 1987-88, over 40 new contracts were recognized, along with the legal establishment of two new public libraries.

In December of each year, county treasurers are asked to complete a one-page survey form which reports the amount of penal fine monies distributed the previous August. The 1988 survey report from 83 counties indicated a total of $18,499,119 in penal fine revenues disbursed to public libraries.

Activities:

1. Provide information to Michigan libraries and legislators on all matters pertaining to penal fines.

2. Prepare county treasurers' certification letters in accordance with legislative mandates.

3. Survey county treasurers annually regarding the distribution of penal fines on a county basis. (The schedule of payments to libraries is negotiated within each county.)

Objective E: Administering federal money for Michigan libraries.

Status: *The volume of activity in the area of federal grant administration continues to grow at the Library of Michigan. Congress has shown continued support for libraries through increases in LSCA appropriations. Secondly, state budgets in the last several years have provided monies with which to allow the Library of Michigan to reduce its use of federal funds for basic operations. These federal monies are then available for use as additional direct grants to public libraries throughout the state.*

Fiscal year 1987 Title I funds were awarded to 81 discretionary projects, while F.Y. 1988 awards supported 72 discretionary projects totalling over $394,000. In response to directives from the Library's liaison with the U.S. Department of Education, LSCA administrative staff will speed up the cycles for all F.Y. 1989 LSCA grants; overlapping projects from F.Y. 1988 and 1989 will be administered for Cooperatives, Regions of Cooperation, subregional libraries, major urban resource libraries, as well as discretionary grants.

Over the past year, Library of Michigan staff has worked with the LSCA Advisory Council to review and revise the administration of all LSCA titles. Resolutions from the Council have guided changes in the implementation of discretionary programs, grant deadlines, public library construction project guidelines, and the application of funds to support resource sharing.

In preparation for A-128 audit reviews and general administration of LSCA funds, a complete handbook of Library of Michigan policies, procedures, and forms for grant administration was developed in 1988.

To assist individual libraries and Public Library Cooperatives, five grant writing workshops were offered throughout the state during the spring of 1988. Over 120 people took advantage of this opportunity to build their writing skills, including a significant number of non-public librarians. A maximum of 15 workshops are planned for 1990, with additional ones to be offered as requested by library organizations.

Activities:

1. Confer with the LSCA Advisory Council regarding the continued development and focus of LSCA programs in the State of Michigan.

2. Prepare required documents and reports needed to meet requirements for federal grant monies.

3. Continue to refine policies, procedures and criteria for the use of federal grant monies by subgrantees which are consistent with federal regulations, the Library Services and Construction Act, and Circular A-128 audit requirements.

4. Maintain an internal financial reporting system for controlling grant funds and documenting all transactions on federal grant payments.

5. Provide technical assistance to grant recipients regarding the preparation of applications, reimbursement forms, and other required documentation, consistent with federal programmatic and procedural regulations. This will include sponsorship of grant writing workshops as an integral component of the Library of Michigan's continuing education calendar. **(T.F. Library of Michigan Rec. #13/A)**

Objective F: Providing consultative service and technical assistance to Michigan libraries.

Status: *Staff in many areas of the Library of Michigan respond to the charge of providing consultative service and technical assistance to Michigan's public libraries. Specialists in the Library Development Division work with individual librarians or groups from Cooperatives or institutional libraries in areas such as workshop development, legal issues and networking. Library staff is working cooperatively with other major continuing education providers to ensure that effective training is offered each year for librarians and library staff.*

Over the past year, the Institutions Specialist has worked closely with the Departments of Corrections, Mental Health and Social Services. Workshops and conferences organized by the specialist for these departments, enhanced staff skills and made them more aware of the benefits to be gained from networking and taking full advantage of all Library of Michigan and neighboring libraries' services. Library of Michigan was represented at three conferences in which institutional professionals learned more about the benefits to be had from their own library services and the value of Library of Michigan assistance.

During F.Y. 1988, the Library Establishment Specialist responded to 711 inquiries. These inquiries covered library establishment, legal operation, and other legal issues relating to libraries. Forty-nine workshops and presentations were also made during F.Y. 1988. Plans are now underway for district library establishment workshops to assist libraries comply with the new district library legislation passed in 1989.

Staff in User Services Division continued to work with libraries in federal and state documents and census networks to improve these specialized services. In addition, interest in the Library's NOTIS implementation continued to grow with many site visits from Michigan research libraries' staff. Retrospective conversion, standard cataloging and classification, and technical services workflow questions also increased the demand for consultative services.

Activities:

1. Advise and assist the state network of federal document depository libraries regarding their planning of collections, selection and implementation of automated systems, and abilities to meet depository standards.

2. Advise and assist state institutions operated by the Departments of Corrections, Education, Mental Health, Public Health, and Social Services in developing library services for their residents and their staff. Work with the departments, the institutions and the local libraries to promote networking and cooperation.

3. Respond to inquiries regarding library establishment, legal operation, and other legal issues as they broadly relate to libraries in Michigan.

4. Assist public libraries (including regional libraries) to reorganize as district libraries. **(T.F. Structure Rec. #4/P)**

5. Work with the Michigan library community to implement strategies for development recommended in the statewide public library development study.

6. Assist public libraries and Public Library Cooperatives in developing coordinated continuing education programs, particularly those in anticipation of the White House Conference on Library and Information Services. Assist individuals in better preparing themselves as presenters and trainers for workshops, seminars and conferences, to increase the number of qualified trainers.P

7. Advise individuals seeking certification of library experience on procedures necessary to meet state aid guidelines.

8. Provide expertise in matters of library automation and technical services.

9. Establish guidelines and prepare reference tools for librarians in the state documents network.

10. Advise and assist library participants in the statewide census network.

Objective G: Collecting, publishing and distributing studies, statistics and other information regarding Michigan libraries.

Status: *The implementation of an automated office system at the Library of Michigan has greatly enhanced the Library's ability to organize, publish, and distribute studies, statistics and reports regarding Michigan libraries. The Public Information Office staff provides strong support to all staff members of the Library of Michigan.*

The Library of Michigan has continued to collect information and produce directories regarding Michigan libraries, trustees, and friends groups. Studies and reports such as the surveys of rural libraries, Public Library Cooperatives, and Regions of Cooperation have proved to be invaluable planning tools for both the Library of Michigan and the general library community. A report on the progress of the state's Public Library Cooperatives is now an annual publication. A report on the multitype Regions of Cooperation has been completed, as well as related directories of telefacsimile sites and regional outlet sites.

The Library of Michigan provided direct assistance to the Task Force on Interdependency and Funding with the many survey forms which required preparation, distribution, and tabulation. During the survey period of the Task Force's work, preliminary data was gathered on the wide variety of special collections being maintained in Michigan public libraries. A directory of special collections was recommended in the Task Force report.

Activities:

1. Collect, compile, analyze, distribute, and publicize statistical and directory information about all types of Michigan libraries. A special publication will present Task Force survey results of school libraries and media centers. **(T.F. Library of Michigan Rec. #3/SC)**

2. Produce and distribute reports and publications about Public Library Cooperatives, Regions of Cooperation, and other relevant library service providers.

3. Produce and distribute reports regarding the usage and impact of LSCA federal grant funds in Michigan.

4. Collect, analyze and distribute information regarding public library funding, local millage elections and proposed funding alternatives.

5. Participate in the national statistical database project for reporting public library statistics. Final reporting requirements will influence the final statewide statistical gathering form for all types of libraries. **(T.F. Library of Michigan Rec. #5/A, S, and SC)**

6. Develop forms and a regularly scheduled timetable to gather data on the special collections found in Michigan libraries. This information will be published as a directory of special collections. **(T.F. Interdependency Rec. #6/P)**

Objective H: Monitoring and planning for legislation relating to Michigan libraries and bringing the library and information needs of Michigan and its people to the attention of State Government.

Status: *The Library of Michigan prepared and distributed a revised edition of the widely used publication "State Laws Relating to Michigan Libraries" in 1988. This updated publication contains for the first time a list of Michigan Attorney General Opinions relating to libraries, as well as the full text of Michigan laws relating to libraries.*

The Library Establishment Specialist is responsible for responding to numerous requests from public librarians, trustees, legislators, and other Michigan citizens for information on library laws and pending legislation. In addition to responding to individual requests, the Library Establishment Specialist has also presented a series of popular workshops on library law throughout the State of Michigan for librarians, trustees, and others. The Specialist has worked closely with the Michigan Library Association to monitor the status of pending legislation. Staff of the State Law Library, a division of the Library of Michigan, have assisted with these workshops. In 1988 a total of 49 workshops were presented and over 700 information requests answered.

Activities:

1. Develop a strategy in response to recommendations from the Task Force on Interdependency and Funding, the study of library development, and other studies, for improved support for Michigan libraries.

2. Update and publish, on a regular basis, Michigan law as it relates to libraries.

3. Serve as an information clearinghouse for legislation concerning library development at the local, state and federal level. Provide information to appropriate state groups.

4. Provide information and assistance, on request, to legislative staff working on matters affecting Michigan libraries.

Objective I: Providing certification services and, on request, evaluative assessments to Michigan libraries.

Status: *The Library of Michigan continues to maintain an online certification file of personnel with active Certificates of Library Experience. This program, shared by the Library Development and Administrative Services Divisions allows the Library to provide immediate and current information regarding the status and progress made by a certified individual as to his or her continuing education. The online database also allows for a close monitoring of renewal and expiration dates for level VII certificates, resulting in reduced chances of losses in state aid. In 1988, a total of 469 certificates were granted, 110 of which were renewals. In 1989 the "Public Library Personnel Certification" publication was revised and distributed. It serves as the most effective mechanism for disseminating information about the certification program.*

Since 1985, the Library of Michigan has sponsored an annual week-long introductory training program on basic public library skills, and has also encouraged the Public Library Cooperatives to sponsor Continuing Education Units (CEU) workshops for their members. The Continuing Education /Certification Specialist meets frequently with education providers including cooperatives, Michigan Library Association, MICCLE, and library directors to help them to improve the quality of training.

Activities:

1. Maintain and more fully develop an internal automated certification system that supports the Library of Michigan program.

2. Evaluate current methods of sharing continuing education events information on a statewide basis and adjust delivery systems as deemed appropriate.

3. Actively assist Public Library Cooperatives in the regular sponsorship of regional continuing education that results in timely renewals of certification by the individual applicant.

Objectve J: Providing public relations advice and assistance to Michigan libraries.

Status: *The Library of Michigan has established a Public Information program to coordinate and assist in compiling, preparing, and distributing information to Michigan libraries. A wide variety of services including newsletters, continuing education materials, reports, brochures, pamphlets, and news releases are distributed to Michigan's library community. Work with television, newspaper and radio media are initiated to bring the message of library services to Michigan residents. During 1987/88, over 88 different publication titles were prepared for distribution. The Library of Michigan's public information staff has also provided assistance and information upon request to assist libraries to strengthen their local public information programs.*

The Library of Michigan's public information program is now coordinating a variety of special activities relating to the Michigan Library and Historical Center, the Library of Michigan Foundation, and related library groups.

Activities:

1. Provide information and resources through regular and timely communications to the library community.

2. Collect and distribute library data and event information of interest to library organizations, associations and interested individuals.

3. Provide statewide support to libraries through appropriate channels, to assist in informing local residents about library programs, services, funding and meetings.

4. Develop a statewide awareness plan that utilizes print and electronic media to inform and input positively on the image and value of library services and programs for Michigan citizens. **(T.F. Library of Michigan Rec. #9/S,SC)**

GOAL III: MEETING THE LIBRARY SERVICE NEEDS OF INDIVIDUALS AND AGENCIES FOR WHICH THE LIBRARY HAS A STATEWIDE RESOURCE RESPONSIBILITY

Objective A: Providing research assistance utilizing the Library's special collections in Michigan, federal and state documents, genealogy and library science.

Status: *The Library's special collections of Michigan state documents, federal documents, library science and genealogy materials remained major sources of information for researchers. Integration of these collections for the first time through the move to new facilities dramatically increased accessibility and usefulness of the materials for reference librarians and users alike.*

Activities:

1. Assist walk-in users to meet their research needs through the use of the Library's special collections.

2. Provide referral service for mail requests received directly from users or indirectly from the Library of Congress.

3. Review, evaluate and refine the Collection Development Policy in order to better meet the needs of the Library's clientele.

4. Prepare and distribute publications which assist librarians and the public in using information contained in special collections found in libraries throughout Michigan. **(T.F. Interdependency Rec. #6/P.S)**

5. Explore publishing selected catalogs of the Library's special collections.

6. Provide improved interlibrary loan access to special collections through expanded online bibliographic access to those materials.

7. Provide additional service hours during evenings and weekends.

Objective B: Coordinating and administering the statewide interlibrary loan network.

Status: *For many years the Library of Michigan has encouraged the development of resource-sharing arrangements throughout the state. The Library Network Act of 1971 allied the largest research libraries in the state for the purpose of making their collections available to residents through interlibrary loan. The State Library was given administrative leadership of this network.*

Following the recommendations of the 1980 Interlibrary Loan Task Force, which evaluated the current interloan network, libraries of all types within a common geographic area were encouraged to cooperate locally through organizations called Regions of Cooperation. The regional approach to resource sharing encouraged the use of local resources while also providing a framework for statewide referral of more difficult requests. Grants of LSCA Title III funds and in-kind support from member libraries maintained the Regions of Cooperation. Accomplishments now include establishment of a statewide Union List of Serials maintained on OCLC with access either online or through microfiche copies provided to interloan "outlets" throughout the state.

As a result of recommendations for changes in the existing interloan structure contained in Task Force recommendations, a thorough review of structure is underway. The statewide study of library development will also address this topic.

*In response to widespread interest in improved locator tools to support interlibrary loan and overall, greater access to materials and information by Michigan citizens, the Library of Michigan began working together with a committee of Cooperative directors to carefully review options for creation of a statewide database. Information was gathered during late 1988, with the evaluation phase drawing to a close in mid-1989. Library of Michigan staff has planned for future cycles of LSCA Title III grants to provide opportunities for regional groups to obtain larger grants of LSCA funds to support major projects connected with the development of such a database. Although the format of the statewide database has not yet been selected, the grant program is ready to provide major grants in F.Y. 1990. Support in this area was strongly recommended in "Information at Risk". **(T.F. Technology Rec. #3/P)***

Activities:

1. Continue to review the effectiveness of the multitype library Regions of Cooperation/Regional Outlet approach for achieving cost-effective and successful resource sharing. Work with representatives of various regions and types of libraries to evaluate and make necessary modifications in the state's interloan policies and protocols.

2. Review the use of LSCA Title III funds and federal guidelines for such grants in order to define program goals for the period 1989-1992. Continue to plan for larger, competitive grants to support multitype projects in support of the statewide database. **(T.F. Interdependency Rec. #1/S)**

3. Publish descriptive reports on the regions and their projects.

4. Review the needs of libraries located in rural areas and develop a strategy to increase their access to library resources.

5. Continue to develop the integrated automation system of the Library of Michigan, with emphasis on developing a plan to provide remote access to the system, as well as to provide for future linkage with other major library systems in Michigan.

6. Provide advice, assistance and, where appropriate, an opportunity to seek LSCA funds to encourage the development of library automation and resource sharing plans on a regional basis.

7. Maintain close ties with Michigan's major resource libraries to support coordinated planning and the development of mutually supporting services.

8. Encourage further research and discussion of the statewide database, leading to a decision on the optimum technology; explore possibilities of other sources of funding beyond LSCA grants.

Objective C: Providing and coordinating the provision of materials for the state's blind and physically handicapped citizens and those residing in state institutions.

***Status:** The Library of Michigan Service for the Blind and Physically Handicapped (LMSBPH) continues to evolve and strengthen its service program.*

Liaison and back-up support to subregional libraries in the LMSBPH Network are being actively pursued. Subregional libraries provide individualized service to patrons in local service areas. Regular telephone liaison is maintained with network libraries along with on-site visits by Library of Michigan staff. Meetings for network librarians are conducted semiannually.

Staff of the Library of Michigan have encouraged the automation of subregional libraries with the help of funding from LSCA Title I grants. Automation is helping to strengthen the nationwide network of services to the blind, visually impaired and physically handicapped. Databases provided by the National Library Service of the Library of Congress and the American Printing House for the Blind make possible closer ties to agencies serving blind and physically handicapped populations throughout the United States.

Institutional service (excluding schools), was transferred from LMSBPH to the subregional libraries in the Network. Subregional libraries can provide more direct service at the local level.

The Media Center for the Visually Impaired was placed organizationally under LMSBPH in February 1987. Late in 1988 the State Board of Education voted to transfer this program to the School for the Blind effective October 1, 1989. Staff of the Library of Michigan are working to provide a smooth transition.

LMSBPH produced a video tape which describes the services available to the blind and handicapped through the Library of Michigan Network. It was distributed to regional and subregional libraries in Michigan and has been loaned to agencies throughout the United States and Canada.

Activities:

1. Continue to evaluate the current organizational structure for the provision of library services to the state's blind and physically handicapped citizens to determine the most effective method of service delivery, funding and automation.

2. Assess subregional libraries against "Standards for Library of Michigan Service to the Blind and Physically Handicapped Network Libraries" to determine each library's ability to meet the "Standards", providing advice and assistance when needed. Gather data for future revisions of these "Standards".

3. Maintain regular liaison and provide back-up support to the Library of Michigan network of subregional libraries including provision of direct service to qualified individuals in an eleven county mid-Michigan area through the Capital Area Subregional Library for the Blind and Physically Handicapped.

4. Maintain liaison with the National Library Service for the Blind and Physically Handicapped, the American Printing House for the Blind, and the Michigan Department of Education, Special Education Services.

5. Continue service to registered Michigan patrons in accordance with National Library Service standards and objectives. This service includes borrower registration, the loan of equipment and materials in all formats, and reference and referral service.

6. Arrange to have otherwise unavailable materials brailled, enlarged or recorded and provide for the rapid production of grade 2 braille through the use of microcomputers, braille translation and transcription software.

7. Assist blind and handicapped students by locating special format textbooks either in the depository collection maintained at the Media Center or through other agencies in the U.S. and, as needed, enlarge print textbooks and reproduce braille textbooks. Administer federal quota funds provided to Michigan through the American Printing House for the Blind. Transfer these functions to the School for the Blind at the close of fiscal year 1989.

8. Maintain regular communication with individuals and institutions registered for service with the Library of Michigan Service for the Blind and Physically Handicapped.

9. Conduct outreach activities by working with individuals, organizations and agencies and by publicizing available services. Continue to publish newsletters to support this activity.

10. Provide federal grant funds to public libraries and cooperatives for improving local public library service to handicapped individuals, including those who are mentally retarded, have hearing, speech, visual, or orthopedic impairments, or are seriously emotionally impaired.

11. Provide federal grant funds for improving library service to institutionalized Michigan citizens residing in facilities of the Departments of Social Services, Mental Health, Corrections, Public Health and Education. Review and report on the effectiveness of LSCA-funded grant programs for institutionalized residents.

12. Continue to work with regional and subregional librarians to develop plans for the progressive automation of their activities, with assistance from local fundraising and from grants of LSCA Title I funds. Provide assistance and support throughout this process.

13. Develop and implement a plan to automate activities of the Library of Michigan's own regional and subregional libraries.

Objective D: Providing information resources of its special collections to all citizens including on-site access and participation in interlibrary loan and other networks.

Status: *Relocating to the new Michigan Library and Historical Center building has dramatically improved access to information in special collections. All of these collections have also been expanded through the acquisition of new items; this is especially true in the Genealogy Collection.*

The size of the Library's Genealogy Collection has grown to currently rank twelfth in the nation. Seventy-five hundred federal population census records were recently added, doubling the number of census records for states east of Iowa and north of Tennessee. In addition, indexes were purchased through 1870 to facilitate access to this important collection.

Additional available parts of the UMI ***Genealogy and Local History*** *series have been purchased, making the Library of Michigan the only location in the state for this information.*

Activities:

1. Expand online bibliographic access to special collections.

2. Compile, publish and distribute access tools for the Library's special collections.

3. Provide requested books, documents and photocopies of periodical articles through the interloan network.

4. Coordinate and develop tours and seminars on the Library's resources and services.

5. Distribute state documents to depository libraries.

6. Preserve, acquire and provide bibliographic access for Michigan newspapers.

7. Participate in genealogical networks with other libraries and historical and genealogical organizations.

8. Select books, periodical titles, and other materials in accordance with the Library's Mission Statement and Collection Development Policy.

9. Provide requested information regarding library science materials.

10. Expand awareness and distribution of special bibliographic materials.

Objective E: Providing electronic communication and delivery services, within the limitation of available funds, in such a way as to encourage the sharing of resources among systems and among libraries of all types (school, academic, public, special, state agency and institutional) and to encourage the extension of services to underserved elements of the population.

Status: *Four rounds of LSCA Title III funding have been used to support the development of a statewide network of state-of-the-art telefacsimile equipment for high speed document delivery and other interloan communication. Working through the Region of Cooperation network, over 80 telefacsimile machines were placed during the initial grant rounds at regional outlet sites. These libraries assist the member libraries in their regions with interloan requests and have OCLC capabilities.*

The fourth round of telefax grants was begun in the spring of 1989 to strengthen this communication network, transmitting both documents and interloan requests quickly. ***(T.F. Technology Rec. #1/P,S)*** *As in the past, Regions coordinated the submission of grant equipment requests. In the most recent round of funding, it was not required that equipment be placed at libraries serving as regional outlets. The Library of Michigan recognized that rapid communication was a need of all libraries and relied on Regions to recommend the location of additional machines to further support the state's telefacsimile network.*

"Information at Risk" urged the Library of Michigan to support the acquisition of new technology and to serve as a center for information, evaluation, and protocols for use of such technology. Currently the Library has fostered the use of new technology through LSCA Titles I and III grants of federal funds, and through the example of the Library's own automation efforts, which have expanded the role of our staff in consulting with other libraries conducting similar projects. ***(T.F. Technology Rec. #6/A)***

Activities:

1. Continue to expand the statewide telefacsimile network, and to study the effect of this network on document delivery and interlibrary loans across Michigan. Seek ways to improve the level of mutual support by libraries. **(T.F. Technology Rec. #1/S)**

2. Evaluate new technologies to facilitate the use of statewide databases such as that available through OCLC , and incorporate those technologies which are compatible and affordable within Michigan's already-established regional network using LSCA Title III funding to encourage pilot projects and expanded access. Assist librarians to select and utilize new technologies as staffing permits. **(T.F. Technology Rec. #6/A,S)**

3. Seek ways to link libraries through new technology, including expanded access to the appropriate network, to improve rapid communication and networking. Support this activity with efforts to seek additional state, federal or private grant funding. **(T.F. Technology Rec. #8/A)**

4. Study new or alternative methodologies for improved communications and the delivery of service. **(T.F. Technology Rec. #2/A,S)**

5. Focus on completion of the current automation projects, including adding enhancements to both the NOTIS system and the in-house Macintosh computer network. Librarians will continue to be welcome to visit and review progress.

6. Continue to encourage the use of LSCA funds for the support of new technologies as appropriate in all grant projects.

7. Expand access to the Library of Michigan NOTIS database, as well as fostering access to the proposed statewide database.

Objective F: Providing leadership and encouragement for libraries to bridge the gap between those groups in Michigan's population having access to any information in any format through any source and those whose access to needed information is restricted due to age-related, linguistic, ethnic, physical, geographic or economic barriers.

Status: *The development of 380 public libraries in Michigan communities, supported by the services of the Public Library Cooperatives, has provided access to information and library services for the state's residents. The Library of Michigan continues to support and encourage high-quality public library service by working with the sixteen Cooperatives. The Library, supported by its Board and by the Legislative Council, continues to pursue increased funding for public libraries and Cooperatives through Public Act 89. Library of Michigan staff work directly with library directors and with Cooperative directors to provide guidance and assistance on continuing education, legal issues, certification, grant writing and administration and many other areas—all efforts aimed toward the ultimate goal of improving the quality of public library services throughout the state.*

In 1988 "Information at Risk" recommended that state aid to public libraries be increased to a rate of $1.00 per capita in each of three funding categories. This recommendation, calling for a total increase of $17,880,200 in state aid, was incorporated into the Library of Michigan budget request for F.Y. 1990. The budget request was approved by the Library of Michigan Board of Trustees and was subsequently endorsed by the Legislative Council. These recommendations were forwarded to the Department of Management and Budget, but were not included in the executive budget proposed by the Governor for F.Y. 1990. ***(T.F. Funding Rec. #2/P)***

Close to 70% of Michigan's public libraries serve populations of 25,000 or less. Many of these small or rural libraries are geographically isolated; their reference collections are incomplete and their users have to travel long distances to use larger libraries. The Library of Michigan has designated a part of federal LSCA Title I grant funds solely for the purpose of helping these small/rural libraries to provide improved services. Twenty-eight federal grant awards, $108,989, were made with F.Y. 1988 monies to assist these libraries in developing new services or programs.

To address both state needs and LSCA programmatic concerns, the Library of Michigan has also designated federal LSCA grant funds to support Class V and VI libraries which are serving as rural resource centers in Cooperatives without major urban resource libraries. Using fiscal year 1988 funds, five libraries received $69,864 for projects which affected residents and libraries through the provision of services and programs. LSCA grant programs have continued to address the needs of illiterate Michigan residents through more than fifteen projects in support of adult literacy programs—grants totalling $136,307.

Library of Michigan studies have been done of both the rural libraries and the Public Library Cooperatives to evaluate needs, services offered, satisfaction with funding and services, and many other areas. The results of these surveys will continue to guide the Library in encouraging improved service to individuals whose access to information is restricted due to age, linguistic, ethnic, physical, geographic or economic barriers.

As an example, survey results indicated a tremendous need on the part of many public librarians for state level assistance in the area of public relations. Secondly, librarians recognized the value of continuing education as a crucial aid in the provision of quality library service. Again, using fiscal year

1988 LSCA Title I monies, grants were awarded to seventeen libraries and Cooperatives to conduct PR projects; seven projects were funded to support continuing education opportunities that had regional impact for librarians.

In 1989, the new study of library development will update the data on needs identified in past surveys. This study, conducted for Michigan by King Research, Inc., will also provide a step-by-step strategy for strengthened library development through 1995.

Michigan's Regions of Cooperation are multitype in nature; members include academic, school, public, special, and school libraries. State institutions having library facilities are also welcome to participate and can gain important access to information through interloan for their residents. Regions also provide an important forum for discussing, planning, and maintaining a variety of services in support of broad access to materials through multitype library cooperation. This effort will continue to be the subject of intensive review during F.Y. 1989 and beyond.

To improve access to resources for physically handicapped or blind residents, the Library of Michigan has advocated state funding for grants to subregional and regional libraries serving this group. To date, the Library of Michigan and supporters of this service throughout the state have been successful in winning legislative support for this program. For F.Y. 1989 the total of state funding was doubled, from $140,000 to $280,000. For the 1990 fiscal year, the Library of Michigan prepared a budget request based on the recommendation found in "Information at Risk", that this program be increased by $720,000 to an annual appropriation of $1,000,000. This budget request was approved by the Library of Michigan Board of Trustees and subsequently, endorsed by the Legislative Council. ***(T.F. Library of Michigan Rec. #1/P)*** *This recommendation was forwarded to the Department of Management and Budget, but it was not reflected in the executive budget for F.Y. 1990.*

Library of Michigan staff and the broadly representative Library of Michigan Board of Trustees have taken the responsibility to provide current and accurate information on the needs, importance and services of public libraries and of the library community at large, including all types of libraries. "Information at Risk" served to strengthen these efforts. In 1989 the consultant study of library development in public libraries was begun, as well as a review of the multitype Regions of Cooperation. These new studies, with the widest possible input, are intended to lead to a new consensus on specific plans for continued support of the state's libraries. ***(T.F. Library of Michigan Rec. #7/P)***

In 1988 the report of the Task Force on Library Interdependency and Funding recommended provision of state funds to support services by the state's major research libraries acting as "reference referral centers". ***(T.F. Interdependency Rec. #10/P)*** *Because this use of state funds would be an additional state funded program, any specific proposal would need to respect the funding priorities assigned by the Library of Michigan Board of Trustees and the Legislative Council. At this point, a specific proposal has not been developed.*

"Information at Risk" calls for the development of a state-supported, statewide library card system to provide direct public access to all Michigan libraries. ***(T.F. Statewide Library Card Rec. #1/A, P, S, and SC)*** *Such access is currently available only where local or regional reciprocal borrowing arrangements or "courtesy pass" agreements are in effect. The Library of Michigan has begun work on this recommendation by contacting other states to gather detailed information on how such systems are operated and funded elsewhere. In response to this recommendation, funding has been proposed in the F.Y. 1990 budget bill for the Library of Michigan to begin a pilot project to use such a borrower card on a regional basis, with participation by public libraries on a voluntary basis. State funding would be used to reimburse participating libraries for any materials lost through loans to non-resident borrowers. Operating costs for participating libraries would not be reimbursed.*

Activities:

1. Increase access of citizens to information resources by supporting Cooperatives and Regions of Cooperation; continue to review services and structure to further enhance this access.

2. Increase access of citizens to information resources by continuing to document the need for library services and increased state aid funding to support these services. Continue to present the recommendation of the Task Force that state aid be increased by $17,880,200. **(T.F. Funding Rec. #2/P)**

3. Increase access of citizens to information by targeting LSCA grant funds to areas of need due to age-related, linguistic, ethnic, physical, geographic or economic barriers (e.g., adult literacy, individuals with limited English speaking proficiency, information needs of senior citizens). Continue to develop and implement a multi-year grant plan to insure that all areas of need are addressed.

4. Identify broad-based needs through appropriate evaluative measures and coordinate the planning to survey services now available, develop strategies to help libraries address these needs, and evaluate the results of this activity.

5. Increase access for the blind and physically handicapped by continuing to document the need for improved library service to this segment of the population. Continue to present the recommendation of the Task Force that state funding for regional and subregional library services to the blind and handicapped be increased to an annual level of $1,000,000. **(T.F. Library of Michigan Rec. #1/P)**

6. Continue to gather data, solicit public comment, and evaluate the status of Michigan's libraries. Review and evaluate the findings of the statewide library development study, as well as the progress of the study of Regions of Cooperation. Develop strategies to address priority needs as shown in studies and surveys. **(T.F. Library of Michigan Rec. #2/P and #7/P)**

7. Review the Task Force recommendation that state funds be provided to support services by the state's major research libraries acting as reference referral centers with representatives of the Regions of Cooperation during F.Y. 1990. Begin developing specific proposals so costs may be estimated and the interest of the participants surveyed. **(T.F. Interdependency Rec. #10/P)**

8. Review the Task Force recommendation that a centralized storage area for older, lesser used library materials be found, accompanied by rapid delivery of needed items with representatives of the Regions of Cooperation during F.Y. 1990. Begin developing specific proposals including costs and determine the interest in such an effort. **(T.F. Interdependency Rec. #11/S)**

9. Continue to plan for the public library voluntary pilot project to test the concept of a statewide borrowers' card. Implement plan when state funding is approved. **(T.F. Statewide Library Card Rec. #1/A, P, S, and SC)**

10. Publicize the statewide borrowers' card project to encourage participation and to foster wide discussion of the concept.

LSCA LONG-RANGE PROGRAM

1 October 1989 to 30 September 1992

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INTRODUCTION

The LSCA Long-Range Program serves as a supplement to the Library of Michigan's Long-Range Plan, 1989-1992. While the overall Plan receives its impetus from the Library's three-fold Mission Statement, the LSCA Long-Range Program specifically addresses LSCA programs and priority needs in relationship to library service needs in Michigan. The purpose of this document is to present a three-year plan for utilizing LSCA Title I, II and III funds in ways which will meet documented, critical needs in our state while also addressing the priority programs of the Act.

This LSCA Program was developed in consultation with a variety of sources. Michigan's LSCA Advisory Council reviewed the past Program and again this year, has dedicated several meetings to the discussion of the effective use of LSCA funding. The Library of Michigan's Board of Trustees provided valuable advice on the Program, and statewide library organizations were also invited to comment. In addition, Library staff consulted with U.S. Department of Education staff before finalizing the Program. ***Information at Risk: Michigan Libraries in the 1990's,*** prepared by the Library of Michigan Board of Trustees Task Force on Interdependency and Funding has also provided invaluable direction for documenting library service needs in Michigan.

The Library of Michigan Long-Range Plan, 1989-1992 and LSCA Long-Range Program will be shared with the library community in the fall of 1989. Components of the Program include the following areas: LSCA Programs and Michigan Library Service Needs, Policies and Procedures for Implementing the LSCA Program, and the LSCA Advisory Council.

A BRIEF BACKGROUND ON LIBRARY SERVICE IN MICHIGAN

The following paragraphs briefly describe the framework for delivery of public library service in Michigan. Michigan citizens have long valued local library service and the state has a history of innovative public library service.

THE LIBRARY OF MICHIGAN

The Territorial Council Library began in 1828 as a small collection of legal publications. With statehood in 1837, the Library was first designated as the State Library and the scope of the collection expanded to include literature, history and philosophy. Until the 1890's, the Library primarily served state government, but during that period State Librarian Mary C. Spencer opened the Library to residents of the state. This was the first step in the Library's leadership role in promoting all types of library service in Michigan.

Through the first half of the twentieth century, the State Library increased its activities in extension services and the coordination of statewide library service. In 1959, responsibilities for the Library for the Blind and Physically Handicapped were transferred to the Library. The State Library acted as an independent agency prior to implementation of the 1963 Constitution. At that time, the Library was placed under the administration of the Michigan Department of Education. This pattern was to exist for twenty years.

The Library of Michigan was created within the legislative branch of state government by Public Act 540 of 1982 which took effect in March 1983. Additional changes were made with Public Act 114 of 1983 which made the Library an agency of the Legislative Council with an advisory Board of Trustees. The Legislative Council appoints the State Librarian and determines library policy. During 1984, the Library of Michigan Board developed the Library of Michigan's Mission Statement. This document mandates that the primary mission and purpose of the Library is "to promote, advocate and to consistently work to achieve the highest level of library service to the State of Michigan and its residents." To do this, the Library must meet the information needs of the Legislature and state government, meet the administrative, developmental and technical assistance needs of Michigan libraries of all types, and meet the library service needs of individuals and agencies for which the Library has a statewide resource responsibility. The Library uses this charge as a guide for all current activities and to plan for the future.

In addition to addressing the priorities found in the Mission Statement, recent Library of Michigan activities have been described as the ABC's—automation, budget and construction. In 1985, state funding was approved for implementation of an integrated library automation system. The online catalog, ANSWER, containing over 90,000 records became available for public use in March 1987. Since then the database has grown to provide access to over 275,000 books, periodicals and selected non-book materials in the collections and is still rapidly growing. Additional functions of the integrated system include serials control, materials acquisition and circulation—to be used to support service in the new Michigan Library and Historical Center.

The Legislature gave final approval to plans for the construction of a new building to house the Library of Michigan, the State Historical Museum, and the State Archives in June of 1985. Completion of the Michigan Library and Historical Center is expected in the fall of 1988 when the Library's collections and staff will move into a new home. This successful move will mark the end of a 30-year search for a permanent and adequate home for the Library of Michigan. The central location of the new facility in downtown Lansing, in close proximity to the Legislature and state government agencies, will increase access to the Library's resources, services and programs.

The Library of Michigan continues to work closely with the Legislative Council and the Legislature to secure necessary funding levels for state aid to public libraries, as well as for Library of Michigan

operations. Reliance on federal funds to support some Library operations continues to be a concern and state rebuilding monies are being sought to complete the transfer of all Library of Michigan staffing and operations to state funds. Important strides were made in this area in F.Y. 1986 and 1987.

PUBLIC LIBRARIES AND PUBLIC LIBRARY COOPERATIVES

The State of Michigan has a longstanding commitment to library services as part of the state's total educational environment. Since 1835, Michigan has had a constitutional commitment to state encouragement of local library services. In 1939, the Legislature provided for state aid to public libraries to further assist public library operations and in 1965 legislation provided for the development of library systems, based on local and state funding. Public Act 89 of 1977 provided for further state aid and for the establishment of Public Library Cooperatives—another step toward effective library services for all Michigan residents.

There are currently 378 legally-established public libraries in Michigan, and of that number 356 are members of the 16 Public Library Cooperatives. P.A. 89 provided for the formation of the cooperatives whose boundaries encompass the entire state. Public libraries which maintain a minimum local support level of 3/10 mill, maintain an open door policy to the residents of the state, and are willing to loan materials to other libraries participating in their cooperative are eligible for membership.

Since 1977, the state-funded cooperatives have built a comprehensive program of supportive services for member libraries. These services vary to address the diverse needs of the members and residents within a given cooperative, but priority is given to resource sharing and to professional development of library staff. Services, as enumerated in P.A. 89, may include centralized purchasing and processing, publicity and public relations, in-service training and delivery services. The cooperatives continue to be responsive to technological developments and to member needs. The Library of Michigan supports the cooperatives as an effective and efficient way to provide support for public library services throughout the state.

MULTITYPE REGIONS OF COOPERATION

Prior to 1980, Michigan's five major resource libraries, the University of Michigan, Michigan State University, Wayne State University, Detroit Public Library, and the State Library, were responsible for responding to interlibrary loan requests. An Interlibrary Loan Task Force was formed in that year to review and evaluate interloan activities in Michigan and to develop recommendations for improved resource sharing.

A recommendation for a statewide network of multitype Regions of Cooperation resulted from the Task Force final report. Fifteen regions, patterned after the boundaries established for Public Library Cooperatives, provided for voluntary participation by academic, school, special, and public libraries, as well as by Public Library Cooperatives, to facilitate more effective resource sharing. The principle of the Region of Cooperation is to search member library collections in a given region in response to an interlibrary loan request before approaching libraries outside of the region. This makes maximum use of local resources, speeds the response, and prevents an overload on the major resource libraries.

Regional activities extend beyond the search for requested materials. The regions are supported primarily by in-kind donations from member libraries and by federal LSCA Title III monies. Title III has also been used for statewide projects such as the creation of a statewide Union List of Serials and the telefacsimile network. Individual regions use Title III grants for the creation of regional bibliographic tools, the acquisition of hardware and software to enhance resource sharing, and other related resource sharing activities. The state's current fourteen Regions of Cooperation are an important method of providing quality library service in Michigan.

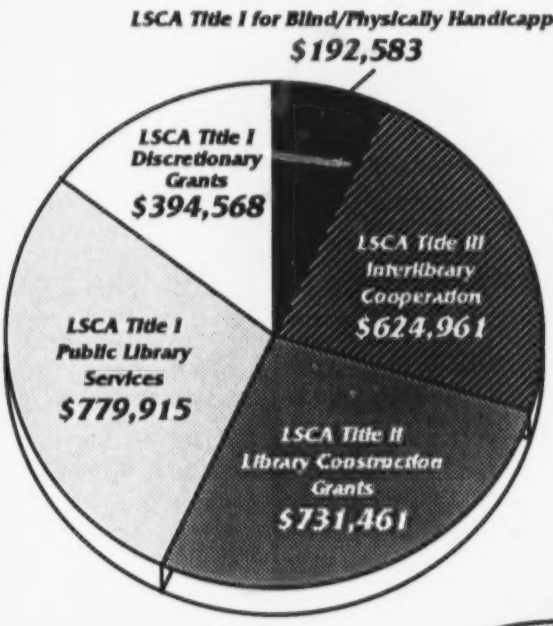
FUNDING

As early as 1835, there were provisions for the funding of public libraries in Michigan; the state constitution directed the Legislature to provide for the establishment and support of public libraries and required that all fines assessed for breaches of the state penal laws be applied to the support of those libraries. Today, in addition to local support and penal fine revenues from the state courts, Public Act 89 of 1977 provides direct financial support.

Public libraries can receive state aid on a per capita basis, provided they meet the minimum standards for local support, hours open to the public, and personnel certification. Additional state aid grants are available to public libraries belonging to Public Library Cooperatives and directly to the sixteen Public Library Cooperatives. County library salary reimbursement grants are also available to county libraries serving populations of 50,000 or fewer. During F.Y. 1986-87, $8.9 million in state aid was granted, based on 31.1 cents per capita. For F.Y. 1987-88, the grant total was $10.6 million, with a rate of 37.6 cents per capita.

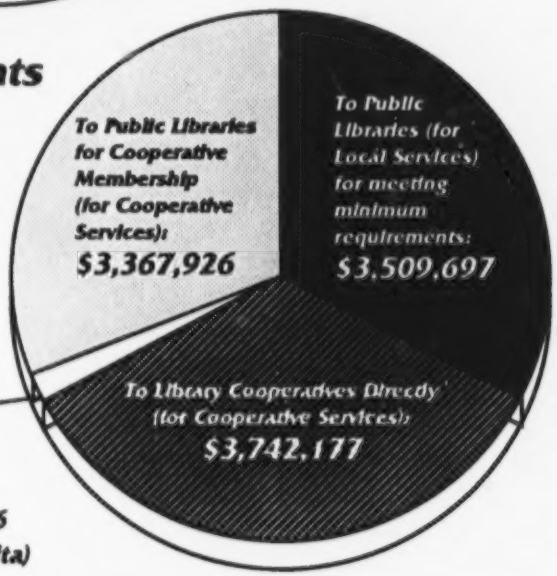
The Library of Michigan receives a state allotment of grant funds through the federal Library Services and Construction Act (LSCA) each year monies are appropriated, following submission of an annual program to the U.S. Department of Education. Subgrant awards of Title I funds for the improvement of public library service are made to individual public libraries, subregional Libraries for the Blind and Physically Handicapped, and to Public Library Cooperatives. Title III funds for resource sharing are awarded to the Regions of Cooperation and are also used for selected statewide projects. Public libraries can also receive funding through LSCA Title II for construction or renovation. At this time, a portion of the state's Title I allotment is used for the operation of the Library of Michigan. As indicated above, a major goal of the Library of Michigan is eliminating its dependency on federal funds. Our goal is to pass all federal monies on to Michigan libraries either as grants or through the support of statewide projects.

LSCA PROGRAMS ADDRESS LIBRARY NEEDS IN MICHIGAN



Federal Grant Funds Available in FY 1987-88

State Aid Grants Distributed to Public Libraries and Cooperatives in FY 87-88*


To Public Libraries for Cooperative Membership (for Cooperative Services):
$3,367,926
To Public Libraries (for Local Services) for meeting minimum requirements:
$3,509,697
To Library Cooperatives Directly (for Cooperative Services):
$3,742,177

For Blind/Physically Handicapped Service
$188,600

* (Based on 37.6 cents per capita)

Grants to Michigan Libraries

To Public Libraries and Cooperatives:	$ 10,619,800
To Subregional Libraries:	$ 188,600
State Grants:	$ 10,808,40
Federal Grants:	$ 2,723,488
Total Grant Funds Distributed	**$ 13,531,888**

Federal Grants

Awards totaling $394,568 were made to 71 library and cooperative projects under the federal LSCA Title I Discretionary Funding Program through the Library of Michigan in 1988. Discretionary grants were awarded for Continuing Education, Small/Rural Library Development, Literacy, Rural Resource Centers and Public Relations Programs.

Twenty three construction projects were also approved at 21 Michigan libraries through LSCA Title II Programs. Eleven projects involved remodeling or additions to existing libraries, two funded construction of new buildings, two provided barrier-free access, seven improved energy conservation and another accommodated new technology.

State Aid Payments

A record $10.6 million in state aid payments was distributed to Michigan libraries in 1988. Representing a 20 percent increase over the $8.8 million paid in 1987, the funds were received by more Michigan public libraries than ever before. The year's per capita rate of 37.6 cents was also a new high, reflecting an increase of 6.5 cents per capita above 1987 levels.

Other records for 1988 include the number of libraries participating through library cooperatives – a total of 350. Payments went to a new high of 358 public libraries out of a potential 376 across Michigan.

TITLE I: PUBLIC LIBRARY SERVICE

1. Areas with Inadequate Services

Need: The establishment of Public Library Cooperatives through P.A. 89 of 1977 ensures that public libraries in all parts of Michigan are provided with state-funded support services. Of Michigan's 378 legally established libraries, 356 are members of sixteen cooperatives whose boundaries encompass the entire state. Each cooperative offers a variety of services selected to address the particular needs of its member libraries, as well as the geosocioeconomic characteristics of the area and its residents.

Public Act 89 set up the cooperatives as an effective way of providing improved public library services throughout the state. The Act also provided for state aid to public libraries and cooperatives. This 1977 legislation calls for full funding for library service at an annual appropriation level of $14.15 million. Fiscal Year 1988 has been the most successful year yet in a long struggle to obtain full funding for P.A. 89; this year's budget provides $10.6 million or .375 per capita for each grant category. State aid, in combination with local support, penal fines and minimal federal support through LSCA does not yet cover the cost of adequate library service. Two recent Library of Michigan surveys document continued service needs: "1986 Survey of Michigan Public Library Cooperatives" and "Michigan Rural Libraries Survey Report." In addition, "Information at Risk: Michigan Libraries in the 1990's" recommends that P.A. 89 be funded at a 1989 level of $1.00 per capita, per category or a total of $28,500,000. This study was prepared during 1988 by a twenty-six member Task Force on Interdependency and Funding representing academic, public, school and special libraries.

Small or rural libraries in Michigan (those serving 25,000 people or less) play an essential role in the total network of public libraries. Over 67% of the state's libraries provide service to residents living and working in rural areas. The Library of Michigan contacted 298 small/rural libraries to survey services, funding, staffing and other areas. A total of 219 responses were received—a 74% response rate. While the typical rural library (80%) rates the overall level of service as good or better, most rural libraries (70%) rate local funding as only adequate or poor. This evaluation of funding and service and the following additional findings reflect unmet needs throughout large areas of the state:

- Rural libraries serve a small population base— averaging 4,887;
- Residents in rural areas cannot easily reach major libraries;
- Reference collections are very limited;
- Smallest rural libraries have the smallest collections of books;
- Automation of any kind has generally not reached rural libraries;
- Paid staff is limited and volunteers are relied upon heavily; and
- Public library cooperatives are relied upon to provide many services.

In a sense, the Public Library Cooperative system notwithstanding, no library can realistically be expected to fill all the service needs of its users. It is safe to say that to a varying degree, every public library in Michigan could be improved through staff development, outreach programs, collection development, improved access to new technology, and other services.

As indicated above, the Public Library Cooperatives provide a wide variety of services to address the needs of member libraries. This is true of individual public libraries as well; each library must carefully match local community needs with services and programs offered. To perceive public libraries only as a home for recreational reading materials and magazines and encyclopedias students use to satisfy term paper requirements would be to see only a partial picture of the library's role in the community.

Public libraries must address the increasing needs of business and industry to remain viable players in community survival and growth. As Michigan's economic interests shift and the need for skilled employees increases, there is a growing awareness among state and local agencies of the need to proactively assist residents.

Responding to mandates from the highest levels of state government, state agencies are working together to coordinate an integrated human resource delivery system for Michigan. Through the Michigan Opportunity Card presently being piloted around the state, including some public library sites, residents will have ready access to information about a variety of employment skills training opportunities. Libraries must be ready to assume an even larger informational role that will assure their continued participation as key elements in statewide economic policy planning. Libraries will broaden their service horizons with energetic outreach efforts and new technologies now available.

Objective: To assist libraries in increasing their ability to provide quality service to Michigan residents.

Action:

- Commission a statewide library development study to review and evaluate current public library services, funding, library governance and related topics, and recommend a strategy for public library development in Michigan through the year 1995.

Status: In January 1989, King Research, Inc. signed a contract with the Library of Michigan to complete a study of library development in Michigan and to prepare a plan, through 1995, which may be implemented in stages. This work will be completed in December 1989.

- Encourage improved public library service in ***rural areas*** by funding ***LSCA priority projects*** designed to assist rural libraries such as collection development, document delivery, rural library conferences and programming.

Status: Two areas were established this year for funding in the Library of Michigan's discretionary grant program: grants to small/rural libraries and grants to libraries serving as rural resource centers. Seventy-five applications were received in the small/rural category and thirteen additional proposals applied for rural resource development funding. Twenty-eight awards totaling $108,989 supported small/rural library service and five libraries received $69,864 in the second category. F.Y. 1989 funds will again support the category of rural resource development. A statewide rural libraries conference is planned for April 1990 and will be co-sponsored by the Library of Michigan and the Public Library Cooperatives.

- Encourage improved or expanded public library service throughout the state by funding projects which address outreach services to business and industry, and cooperative programs and services with local training and employment programs.

Status: Using F.Y. 1989 Title I funds, a new discretionary grant category has been established to support the development of Education Information Centers (EIC) in public libraries. In 1987, the Library of Michigan received funding from the W.K. Kellogg Foundation to establish four EIC sites. Public libraries in Detroit, Flint, Lansing, and Marquette now have successful centers which offer one-on-one assistance to individuals seeking information on career changes and opportunities, job training or re-training, resume preparation, improvement of job-related reading skills, etc. The Library of Michigan is committed to the concept of proactive service as delivered by EICs and is seeking to further encourage other libraries around the state to initiate similar services. Grant categories will also address library/community economic development linkage projects.

- Encourage improved public library service by funding ***LSCA priority projects*** which address the ***use of new technologies*** such as database services, creation of cooperative-wide union catalogs, and electronic communication.

Status: Utilization of new technologies is implicit for successful programs in Titles I, II and III. Subgrant awards to public library cooperatives and discretionary categories frequently support projects which wholly or in part rely on the use of new technology.

• Use the evaluation of past discretionary grant programs, Library of Michigan survey reports on rural libraries and cooperatives, and outcomes of the library development study and Task Force recommendations to plan new LSCA program strategies for Michigan, responsive to documented needs such as collection development, document delivery, childrens' services, public relations, and so forth.

Status: The Library of Michigan received 181 proposals for discretionary grant funds totaling $1.4 million this year. Funding requests exceeded dollars available by $1 million. Beyond the enthusiasm for competitive grants which this documented, responses to particular funding categories will also assist the LSCA Advisory Council and staff in determining funding and training needs. For example, libraries of all sizes clearly have a need for training, state-level assistance and additional grant opportunities in the area of public awareness/PR. Library programming in the future will attend to these needs.

• Explore possibilities of supporting library-related organizations in offering continuing education and conferences to strengthen library services and programs in Michigan.

Measures of Success:

• A statewide study of library development is completed and results in a recommended strategy for the development of public library service.

• The number of LSCA grants which were awarded to public libraries serving populations of 25,000 or less are monitored and their value evaluated by the number of individuals impacted or other appropriate measures relating to individual project goals.

• The number of LSCA grants which were awarded to public libraries for outreach services to business and industry and cooperative programs and services with local training and employment programs are monitored and their impact evaluated through the number of individuals reached.

• The number of LSCA grants which were awarded to public libraries to address the use of new technologies are monitored and their impact reviewed.

• The LSCA Advisory Council and Library of Michigan staff review project and overall program evaluations and make recommendations to the State Librarian regarding new or continuation of LSCA program strategies.

2. Physically Handicapped

Need: Using the National Library Service for the Blind and Physically Handicapped formula, 1.4% of the state's population of over 9 million fit the LSCA definition of "blind and physically handicapped." In Michigan this means over 129,000 residents are eligible for public library service provided through the network of Libraries for the Blind and Physically Handicapped. In order to provide access to materials and information which are available to other citizens of the state, Michigan has two regional and fourteen subregional facilities. State, local and federal LSCA funds are used to address the needs of this special clientele.

Objective: To improve access to materials and information for the state's blind and physically handicapped residents.

Action:

• Evaluate the organizational structure for the provision of library services to the state's blind and physically handicapped citizens to determine the most effective method of service delivery, funding and automation.

Status: A meeting was held with fiscal agents, directors and Library of Michigan in March 1988 to discuss funding issues and organizational concerns. Another such session took place in April of 1989. F.Y. 1989 Title I grants will be made to network libraries for the support of READS, an automated circulation software package provided by the National Library Service for the Blind and Physically Handicapped of the Library of Congress in an effort to strengthen the entire network.

• Assess subregional libraries against "Standards for Library of Michigan Service to the Blind and Physically Handicapped Network Libraries" to determine each library's ability to meet the Standards, providing advice and assistance when needed.

Status: Network libraries completed 1988 activity reports, based on "Standards for Library of Michigan Service for the Blind and Physically Handicapped Network Libraries", for compilation and distribution throughout the network in January 1989. The Regional Librarian also conducted site visits throughout the spring of 1989.

• Maintain regular liaison and provide back-up support to the Library of Michigan network of subregional libraries including providing direct service to qualified individuals in an eleven county mid-Michigan area through the Capital Area Subregional Library for the Blind and Physically Handicapped.

Status: Regularly scheduled telephone contact provided liaison and back-up support for subregional libraries of the LM network. Four sites, participating in a pilot project, began using telefacsimile equipment to replace the phone contact. Each subregional library in the network was visited by the Regional Librarian and other staff members and three meetings were held in 1988 for network librarians and support staff.

Direct service was provided to 1,930 individuals and 87 institutions in the Capital Area Subregional. The Regional Library also provided direct service to 246 individuals and 356 institutions. Circulation for the Capital Area Subregional and the Regional Library totalled 117,954 volumes, containers and reels.

• Maintain liaison with the National Library Service for the Blind and Physically Handicapped, the American Printing House for the Blind, and the Michigan Dept. of Education, Special Education Services.

Status: Telephone and written communication was maintained with the NLS offices. Representatives from NLS visited the Regional Library: Steven Prine, Network Consultant; Jane Mandelbaum, Automation Specialist; and Thomas Martin, Head, Network Services Section. Marynelle McClennan, American Printing House for the Blind, visited the Media Center.

• Continue registering Michigan patrons in accordance with National Library Service standards and objectives: registration, equipment and materials in all formats, reference and referral.

Status: During F.Y. 1988, 2,580 individuals were registered in accordance with NLS standards and objectives.

• Arrange to have otherwise unavailable materials brailled, enlarged or recorded and provide for the rapid production of grade 2 braille through the use of microcomputers, braille translation and transcription software.

Status: Over 300 titles were added the the Regional Library's volunteer produced tape collection in response to requests from individuals needing materials for educational, professional or recreational purposes, as well as to supplement the collections provided by NLS. The Media Center enlarged 166,804 pages and thermoformed 97,783 braille pages in response to requests from educators throughout Michigan and the United States. The Braille Embossing Center became operational during F.Y. 1988, allowing the Regional Library's newsletter, minutes for meetings, bibliographies, letters, et cetera to be brailled.

• Locate special format textbooks either in the depository collection maintained at the Media Center or through other agencies in the United States and, as needed, enlarge print textbooks and reproduce braille textbooks.

Status: The Media Center received 1,597 requests for special format textbooks; more than 600 requests were filled through the depository collection of the Media Center and 940 were filled through other agencies in the United States. In addition, 565 titles were enlarged and 220 braille titles were thermoformed.

• Administer federal quota funds provided to Michigan through the American Printing House for the Blind.

Status: In F.Y. 1989, federal quota registration was completed in March. (Michigan received $240,000 of federal quota funds in F.Y. 1988.) These funds are used to purchase materials from the American Printing House for the Blind for the use of eligible school children in Michigan.

• Maintain regular communication with individuals and institutions registered for service with the Library of Michigan Service for the Blind and Physically Handicapped.

*Status: All registered patrons in the Library of Michigan network receive the Library's newsletter, **Perspective**, which is issued quarterly in large print, cassette and braille. The Media Center also issues an annual publication, **Special Visions**, which is distributed to educators throughout the state. The Library's consumer involvement committee meets quarterly and registered library patrons were invited to the fall 1989 general meeting.*

Patrons are encouraged to contact the Library on a toll-free number; in F.Y. 1988, 2,717 calls were received. New patrons receive a welcome letter and the Capital area's newly registered patrons receive a personal telephone call. A June 1989 open house is planned for patrons.

• Conduct outreach activities by working with individuals, organizations and agencies and by publicizing available services.

Status: In 1988, new brochures were designed for the Regional Library and for the Capital Area Subregional Library. A map of the subregional service area was also produced. The Regional Library continues to host a monthly radio show, "Bookends", which is broadcast from WKAR Radio Talking Book in East Lansing. September Blind Awareness Month will continue to receive support from this office.

Demonstration and information centers were established in 1988 at six libraries in the Capital Area Subregional service area. Presentations were made at schools, the Michigan Commission for the Blind, the Church and Synagogue Librarian Association, and to many other agencies, groups and conferences.

Measures of Success:

• A review of the present delivery system for services to the blind and physically handicapped residents of the state, i.e.the two regional and thirteen subregionals, is completed. Areas of consideration include cost of service on a per capita basis, value of local delivery of services, funding sources and responsibilities, statewide automation options, and other areas.

• Each subregional library is assessed against the "Standards for Library of Michigan Service to the Blind and Physically Handicapped Network Libraries" and apprised of results and necessary areas of improvement.

• The Capital Area Subregional Library, located at the Library of Michigan, services eleven counties in the mid-Michigan area, and the regional LMSBPH maintains regular contacts and back-up support for all thirteen subregionals.

• The Library of Michigan regional library fills a liaison role with the National Library Service for the Blind and Physically Handicapped (NLS), the American Printing House for the Blind, and the Michigan Dept. of Education.

• Eligible Michigan patrons continue to be registered according to NLS standards.

• Microcomputers, braille translation and transcription software produce otherwise unavailable materials-the number of items produced are recorded and evaluated for review of effectiveness. Textbooks are also enlarged or reproduced in braille format.

• American Printing House for the Blind federal quota funds are administered and all related requirements successfully met.

• Activities and publicity are undertaken as outreach to assist individuals, organizations and agencies. Methodologies are reviewed to determine the most effective manner to impact the most individuals.

3. Institutionalized

Need: Michigan has approximately 35,000 people residing in state institutions. Administrative responsibilities for these agencies reside with the Michigan Corrections, Education, Mental Health, Public Health and Social Services Departments. The Library of Michigan has a history of working with these departments to improve library service to the institutionalized. Early in 1988, there were 85 state facilities. A complete list with contact persons is available from the Library of Michigan. By department, these institutions can be grouped as:

• Education	3	Special Education Facilities
• Corrections	22	State Prisons
	14	Camps
• Mental Health	8	Centers for Developmental Disabilities
	5	Centers for Emotionally Disturbed Children
	6	Regional Psychiatric Hospitals
	3	Special Facilities
• Public Health	2	Veterans Facilities
• Social Services	4	Training Schools
	2	Camps
	13	Residential Care Centers
	3	Attention Centers

In recent years, the successful impact of the Library of Michigan's work has been highly visible in the Dept. of Corrections. A full-time professional librarian's position was created for all the state prisons that did not have such a position. In April 1983, there were 12 state prisons and 12 camps, with 4 librarians and 4 library assistants. At the beginning of 1988, we have 22 prisons and 14 camps, with 23 librarians and 8 library assistants. Library of Michigan assisted in recruiting, hiring, training, networking, consultative, and evaluative services.

While Michigan's institutional library users may differ from the traditional public library patron in their residential restrictions, the need for library service basically remains the same as for other residents. All of these institutional libraries have a need for expanded special collections, programs, adult literacy instruction programs, and improvements in the reference collections. LSCA funding has been used to assist individual agencies in these needs. In addition, institutions are encouraged to work with their local libraries for additional services.

Objective: To improve public library service to Michigan's institutionalized residents.

Action:

• Utilize federal grant funds to improve library service to institutionalized citizens residing in facilities of the Departments of Corrections, Education, Mental Health, Public Health, and Social Services.

Status: In September 1988, the first competitively-awarded projects to state supported institutions were completed. Thirteen agencies serving adults,as well as teens and children, received awards. A second round of awards were made in March 1989 with F.Y. 1988 funds; eleven agencies in the Departments of Corrections, Mental Health and Social Services received this funding. Many projects emphasized general collection development or the development of resources in response to specialized interests and needs. Materials with an Hispanic or Black orientation were acquired and books and magazines for high interest/low level reading skills were added. Other projects allowed staff to provide special programming to children and youth.

• Review and report on the effectiveness of LSCA-funded grant programs for institutionalized residents.

Status: In order to enhance the effectiveness of the delivery of services to institutionalized individuals, F.Y. 1989 funding will be available to public libraries and Public Library Cooperatives which may want to develop special programs and services to reach institutions within their geographic boundaries. Some cooperatives have indicated that they are already working to provide some services.

• Encourage, coordinate, and assist multitype Regions of Cooperations to serve institutions in their areas.

Status: The Library of Michigan Institutions Specialist continues to work closely with librarians in agencies from the Corrections, Mental Health, Social Services, Public Health, and Education Departments. Limited budgets and the necessity of isolation in many settings makes networking with other area libraries, which LM staff promotes, all the more valuable to these librarians.

Measures of Success:

• The number of LSCA grants which were awarded to state institutional agencies are monitored and the number of individuals reached by individual projects or other appropriate measures are recorded.

• LSCA Advisory Council and Library of Michigan staff review project and overall program evaluations to determine the effectiveness of this LSCA program as it is currently implemented; recommendations are made to the State Librarian.

• In areas of the state where state institutions are located, they are associate members of Public Library Cooperatives or full members of the multitype Region of Cooperation.

4. Strengthening the State Library Administration

Need: The Library of Michigan received a charge for action from its Board of Trustees in 1984. This three-fold Mission Statement continues to serve as both a guide for present action and a planning device for the future.

Goal II. of the Mission Statement addresses the administrative, developmental and technical assistance needs of Michigan libraries of all types. To effectively carry out this charge, the Library's organizational structure includes the Library Development Division, staffed with specialists whose

responsibilities include planning and conducting a variety of programs to meet the developmental, administrative and technical assistance needs of Michigan libraries. Using the Public Library Cooperative network and the multitype Regions of Cooperation, staff of the Library Development Division work at both the state and local level to assist libraries in their provision of quality library service in Michigan and to encourage the widest possible access to those services.

In reviewing both the Library of Michigan publications "1986 Survey of Michigan Public Library Cooperatives" and "Michigan Rural Libraries Survey Report", the importance of addressing developmental, administrative and technical assistance needs of Michigan libraries remains clear. The high percentage (87%) of public libraries which responded to the survey on cooperatives provided a strong endorsement of the value of coordinated state-level efforts in support of cooperatives and public libraries. More recently, recommendations of the 1988 Task Force on Interdependency and Funding found in "Information at Risk: Michigan Libraries in the 1990's" indicate the need to provide developmental assistance and leadership at the state level.

Working within the state's library structures, as outlined above, the Library of Michigan staff can accomplish the charge of meeting these needs.

Objective: To provide developmental, administrative and technical assistance to Michigan libraries.

Action:

• Obtain professional services to review, evaluate and project library development needs to be addressed through the year 1995. Respond to the resultant recommendations and action plan with an implementation strategy.

Status: In January 1989, King Research, Inc. signed a contract with the Library of Michigan to complete a study of library development in Michigan and to prepare a plan, through 1995, which may be implemented in stages. This work will be completed in December 1989.

• Respond to the identified needs of library personnel to enhance their abilities to provide quality library service by offering individual consultations, workshops, seminars and conferences.

Status: Library Development staff offered or coordinated 31 workshops, seminars and presentations which reached hundreds of library personnel around the state. Topics addressed included fundraising, grant writing, beginning workshop institutes, new director skills, planning for public library construction and renovation, trustee skills, copyright and privacy law information, et cetera. Individual consultation was provided by specialists in continuing education, federal grant administration, library certification, legal issues, and grant writing.

• Work cooperatively with the state's major continuing education providers to coordinate training and program opportunities.

Status: Library of Michigan staff has been a participant in the Michigan Library Association-coordinated major CE providers group meetings. Other groups represented are Public Library Cooperative directors, Wayne State University, Michigan Library Consortium, University of Michigan, Michigan Library Association, and Eastern Michigan University. Discussions at these meetings have covered the roles and responsibilities of individual providers, the coordination of statewide CE efforts, and the development of a statewide calendar of training opportunities.

• Assist public libraries and Public Library Cooperatives in developing coordinated continuing education programs.

Status: The Continuing Education Specialist maintains contact with individual Public Library Cooperative directors to promote high-quality, well-coordinated CE programs for library personnel. This year the

Library of Michigan has developed a packaged training program on identifying supervisory skills which has been made available for Cooperatives to offer to their member libraries. A core of regional workshops is currently under development for Cooperative sponsorship in the coming year. The LM specialist fulfills a mentoring role in working with individual public libraries or Cooperatives to develop programs or workshops for implementation on a local basis.

• Maintain liaisons with Public Library Cooperatives, multitype Regions of Cooperations, and statewide library networks and organizations to promote library development.

Status: Library of Michigan staff meets on a bimonthly basis with Public Library Cooperative directors, and quarterly with the representatives of the multitype Regions of Cooperation. Meetings have designated discussion topics such as the LSCA discretionary grant program, the role of Regions, continuing education, and funding. Tangible results of such meetings have included the development of a Request for Proposal for the statewide library development study and the signing of a contract with King Research, Inc. to conduct the study. Ad hoc committees often prepare materials in advance for these meetings or result from meetings when further investigation of matters is deemed appropriate.

• Confer with the LSCA Advisory Council regarding the continued development of LSCA programs in Michigan.

Status: The LSCA Advisory Council responds to federal regulations to meet biannually to provide advice to the State Librarian on matters related to the state-administered program. Over the past year, additional meetings have been called to allow for in-depth discussion of Titles I, II and III programs. Advisory Council input has directly impacted on the Library of Michigan's discretionary grant program, the solicitation for projects and awarding of public library construction funds, and the reconfiguration of federal support for multitype Regions of Cooperation.

• Work cooperatively with state-level literacy and human resource development organizations to ensure the role of public libraries in these efforts.

Status: The Library of Michigan was awarded LSCA Title VI funding for literacy in F.Y. 1988 which was subgranted to the Michigan Literacy, Inc. for implementation. This project is currently underway to develop strategies for peer student recruitment, to hold an adult new readers writing conference and to publish writings of Michigan's adult new readers. Title VI funds sought during F.Y. 1989 will link efforts of Michigan Literacy, Inc. and Library of Michigan's Education Information Center project to promote a workforce literacy project at multiple sites in Michigan.

• Develop appropriate statewide and regional programs, conferences, training opportunities, publications, and funding categories to provide state-level support for White House Conference themes of literacy, democracy, and productivity.

Status: In anticipation of a White House Conference prior to September 30, 1991, Library of Michigan staff has developed a multi-faceted package of support activities, publications, training opportunities, and conferences for implementation in F.Y. 1990 and 1991. Literacy, democracy and productivity are particularly meaningful concepts in Michigan and the array of programming will be an enhancement to the Michigan library community and beyond even if the national conference does not receive funding. A steering committee, representative of librarians, users and supporters, and state and local government employees, will assist in planning and implementation.

Measures of Success:

• A statewide study of library development is completed and results in a recommended strategy for the development of public library service.

• Library of Michigan staff are available for individual consultations and provide workshops, seminars and presentations; the number of these activities are reviewed and additional staffing needs to assist in these areas are considered.

• Continuing Education Specialist and other staff meet regularly with the Michigan Library Association, a representative of the Public Library Cooperatives, Wayne State University, University of Michigan and the Michigan Library Consortium to coordinate both the scheduling and choice of topical CE areas to best address identified needs of Michigan librarians. At the Library of Michigan the result is a long-range calendar of CE offerings.

• Continuing Education Specialist meets with individual Public Library Cooperatives to address continuing education concerns and to coordinate training and programs when suitable.

• Meetings, retreats and individual consultations are held to broadly promote library development with the Public Library Cooperatives, the multitype Regions of Cooperation, and other statewide organizations. The efficacy of present methodologies is reviewed and modified as deemed appropriate.

• The LSCA Advisory Council meets on a regular basis to review and evaluate Title I, II, and III program implementation in Michigan. Council makes recommendations for new or continuation of programs.

• Library of Michigan maintains a close relationship with the Michigan Literacy, Inc., the Michigan Dept. of Education/Adult Extended Learning Services and the Education Information Center (EIC) Project to ensure that libraries continue their involvement in literacy and human resource development in Michigan.

5. Major Urban Resource Libraries (MURL)/Strengthening Metropolitan Public Libraries

Need: Michigan has eight public libraries which are located in cities of more than 100,000: Ann Arbor, Detroit, Flint, Grand Rapids, Lansing, Livonia, Sterling Heights, and Warren. In direct response to provisions of the Library Services and Construction Act, each of these libraries receives a MURL grant when the national LSCA Title I appropriation exceeds $60 million. Because of the value of the collections held at each of these libraries, they are important state resources; these collections are in great demand to fill the needs of library users throughout the state. Ironically, because these libraries are located in the state's largest cities, they must often vie against other much-needed city services for the necessary fiscal support. Collection development and maintenance, and special programming have been identified as areas of continuing need for the major urban resource libraries.

Objective: To improve the ability of the state's major urban resource public libraries to respond to service requests.

Action:

• Strengthen the state's major urban resource libraries as LSCA Title I funding appropriations allow; grant monies will be used for projects of regional impact.

Status: F.Y. 1988 LSCA appropriations exceeded $60 million and LSCA formulas required that Michigan award 22.1% of the state's Title I allotment to major urban resource libraries. The eight public libraries located in cities presently recognized by the U.S. Census Bureau as having populations in excess of 100,000 are currently completing projects funded with these monies. Applications were reviewed for the regional impact projects would have on a Cooperative basis. The eight designated MURLs are: Ann Arbor, Detroit, Flint, Grand Rapids, Lansing, Livonia, Sterling Heights, and Warren. F.Y. 1989 funding levels will also allow for grants to the MURLs.

Individual projects and overall MURL project guidelines will be carefully reviewed in F.Y. 1989 to assure that materials, hardware/software, or programming acquired through grant-funded projects have a truly regional, i.e. Cooperative-wide impact. Program implementation in other states will be reviewed in order to strengthen Michigan's approach to MURL support.

- Assist public libraries in ***urban areas*** to provide improved access to resources and services by funding ***LSCA priority projects*** such as specialized areas of collection development and programming of local interest.

Status: The Library of Michigan has elected to recognize the value of and to further support urban libraries by making metropolitan library grants available to the eight Michigan public libraries in communities with populations in excess of 100,000. From F.Y. 1988 funds, each of these agencies was invited to prepare a proposal for $12,500—these projects are currently being completed.

Measures of Success:

- The number of LSCA grants which were awarded to MURLs are reviewed and the impact of these awards judged, based on the number of individuals reached, collection development, new technology needs addressed, and so forth.

- The number of LSCA grants which were awarded to metropolitan public libraries are reviewed and the impact of these awards judged, based on the number of individuals reached, collection development, new technology needs addressed, improved delivery systems, and so forth.

6. Limited English-Speaking Ability

Need: Of Michigan's 9.2 million residents, census data indicates that a growing number may have limited English-speaking ability. The state's agricultural industries still require migrant laborers, and Michigan, like many other states, is attracting significant numbers of recent Asian immigrants. These groups and others are likely to have only limited ability to speak English and may experience little success in a typical public library setting.

Objective: To determine library service needs of state residents with limited English-speaking abilities and to improve the delivery of public library service to these individuals.

Action:

- Identify areas of the state with highest concentrations of individuals with limited English-speaking ability.

- Encourage public libraries and Public Library Cooperatives to address the specialized needs of ***individuals with limited English-speaking ability*** by funding ***LSCA priority projects*** such as the development of foreign language or dual language collections and special programs.

- Evaluate the success of these federally-funded projects and share successful project descriptions with other public libraries in order to encourage the replication of these needed services.

- Encourage the coordination of local literacy programs with LSCA-funded library projects to assist individuals with limited English-speaking ability.

Measures of Success:

- Census data and other appropriate sources of information provided the information needed to determine areas of the state with the highest concentration of individuals with limited English-speaking ability.

- The number of LSCA grants which were awarded to public libraries in order to address the library service needs of individuals with limited English-speaking abilities are reviewed and the impact of these awards judged by the number of individuals reached, collection development, programs offered and so forth.

- Successful projects—their design and administration—are shared via publications or newsletter articles with public libraries throughout the state.

- Library of Michigan staff provides information on its program to assist individuals with limited English-speaking ability to the Michigan Literacy, Inc., the agency which coordinates local volunteer literacy chapters. The number of resultant contacts or programs are reviewed.

7. Elderly

Needs: Michigan's senior citizens represents 14% of its population and this group of library users is expected to continue to grow as the "baby boom" generation ages. Library service providers must start now to plan to address the needs and interests of this growing clientele.

Objective: To address the library service needs of the elderly.

Action:

- Encourage public libraries and Public Library Cooperatives to address the library service needs of ***the elderly*** by funding ***LSCA priority projects***. Competitive project applications will be solicited in these areas:

—Training of librarians to work with the elderly;
—Conduct of programs for the elderly;
—Purchase of materials for use by the elderly;
—Payment of salaries for elderly persons wishing to work in libraries;
—Provision of in-home visits;
—Establishment of outreach programs for the elderly; and,
—Furnishing of transportation to provide access for the elderly to libraries.

Status: F. Y. 1989 Title I discretionary grant funds will once again be designated for projects that address library service needs of the elderly. (In F.Y. 1987 monies were reserved specifically for these projects for the first time.) Competitive applications from public libraries and Public Library Cooperatives will be solicited to address the areas outlines above.

- Evaluate the training needs among public library staff to support improved delivery of library service for the elderly; respond with appropriate publications, seminars, conferences, and training.

Status: During 1989/90, the Library of Michigan Continuing Education Specialist will evaluate the training needs of public library staff in order to include necessary training in upcoming CE scheduling and to inform other CE providers of needs which might be best met by other agencies.

Measures of Success:

- The number of LSCA grants which were awarded to public libraries in order to address the library service needs of elderly residents are monitored and the type of project and its impact reviewed. Positive impact is judged, based on the number of individuals reached, the number of librarians receiving specialized training, collection development, the number of elderly individuals being employed through a project and other appropriate measures.

- Surveys and other methods are used to measure training needs; those identified are addressed using the most appropriate and cost effective methods. The number of individuals reached with training or printed materials are reviewed and other effective methodologies evaluated for consideration.

8. Literacy

Need: An estimated 800,000 adults in Michigan are functionally illiterate—unable to read recipes or want ads, fill out job applications or do simple math calculations. As Michigan moves into the 1990's, its economy is shifting from one in which high-paying, but unskilled jobs in auto plants were plentiful to one in which re-training and reading/writing skills are essential. Public libraries have a natural role, working with educators and volunteers, in providing assistance to illiterate residents.

The Library of Michigan and the state's public libraries have already established a pattern of cooperation with local volunteer groups and educators to address illiteracy. For three years, both LSCA Title I and VI have been used successfully to establish or provide continued support for tutor training, student recruitment referral efforts, and the development of collections of teaching, life-skills and recreational materials. There is clear evidence of a continuing need, however, and public libraries must continue to seek a major role in addressing this pressing statewide problem.

Objective: To involve public libraries in community literacy efforts.

Action:

- Encourage public libraries and Public Library Cooperatives to take an active role in local ***literacy*** efforts by funding ***LSCA priority Title I projects***.

*Status: The LSCA Advisory Council has recommended the use of Title I discretionary funds to support literacy efforts in public libraries, using F.Y. 1989 monies. In order to avoid inappropriate repetition of LSCA support, competitive proposals for these funds which develop **new** cooperative efforts between public libraries and local volunteer literacy chapters and adult education programs will receive priority consideration. Fifteen awards were made with F.Y. 1988 dollars to fourteen public libraries and one Cooperative. These awards were made, giving already-established joint efforts priority.*

- Provide public libraries and Public Library Cooperatives with guidance as they seek LSCA Title VI funds.

Status: Library of Michigan staff provided consultative assistance in writing and by telephone to Michigan public libraries and Cooperatives which were preparing applications for F.Y. 1989 Title VI literacy grants. LM also wrote letters of support and of "no conflict" findings for applicants who requested such help. Over the past three fiscal years, Michigan has received over $988,000 in Title VI funding as awards to 46 applications for funding.

- Take an active role at the state level in coordinating literacy planning and joint activities with educators, volunteer tutors and trainers.

Status: The Library of Michigan is once again working with the Michigan Department of Education as a co-sponsor for an annual literacy conference. This year's activity will be a two-day program, held at Flint's Sarvis Center on June 16 and 17, 1989. LM is planning to be very active in the 1990 conference in light of the expected Michigan White House Conference activities currently in the planning stages for 1990.

- Publish materials helpful to public libraries in their literacy efforts.

Status: One product of the Library of Michigan's 1988 Title VI project, implemented by Michigan Literacy, Inc., will be a collection of Michigan adult new readers' writings. This will be published in the fall of 1989 and made available to all Michigan libraries. A literacy "start-up" kit for public libraries was produced as part of the F.Y. 1987 Title VI project in September 1988. This was widely distributed to all public libraries, local volunteer literacy chapters, Department of Education facilitators, and to Literacy Volunteers of America and Laubach programs. The kit has been received enthusiastically and been reproduced in some areas of the country, giving appropriate credit for development to Michigan Literacy, Inc.

Measures of Success:

- The number of LSCA grants which were awarded to public libraries in order to address the problem of illiteracy in Michigan are monitored. The various roles undertaken by public libraries in local efforts are reviewed and the efficacy of each broad category evaluated. Individuals reached by projects, training for trainers, tutors, or students, collection development and so forth are reviewed.

- Library of Michigan staff provide consultative assistance to public libraries with regard to LSCA Title VI grants, their administration and evaluation.

- The close relationship between the Library of Michigan, Michigan Literacy, Inc. and the Michigan Department of Education continues, staff work cooperatively on grant preparation, statewide conferences, training and so forth.

- One new publication on literacy and public libraries is completed; previous publications which are now out of print will be reviewed for re-publication.

9. LSCA Administration

Need: In order to maintain state-administered LSCA programs at the Library of Michigan, funds are needed to support the following activities:

- planning and development of programs
- administration of grant programs
- monitoring the fiscal administration of subgrants
- support of Advisory Council
- dissemination of information on LSCA programs
- evaluation of grant programs and projects

Objective: To successfully administer all components of the LSCA state-administered programs under Title I, II, and III and to maximize the benefits of grant funded activity.

Action:

- Confer with the LSCA Advisory Council regarding the continued development of LSCA programs in Michigan.

Status: The LSCA Advisory Council responds to federal regulations to meet biannually to provide advice to the State Librarian on matters related to the state-administered program. Over the past year, additional meetings have been called to allow for in-depth discussion of Titles I, II and III programs. Advisory Council input has directly impacted on the Library of Michigan's discretionary grant program, the solicitation for projects and awarding of public library construction funds, and the reconfiguration of federal support for multitype Regions of Cooperation.

- Review the completed statewide library development study for impact/implications on the effective use of LSCA funds.

Status: This study will be completed in December 1989.

- Implement all state-administered LSCA programs through the solicitation of project applications.

Status: During the past year, Library of Michigan staff have administered 139 Title I grants funded with F.Y. 1987 funds, approximately 40 Title II public library construction projects, and 15 Title III grants funded with F. Y. 1987 on a day-to-day basis. Title III funds were also used to expand the state's Telefacsimile Network. In each of these subgrants, an application was solicited, evaluated and funded, documents were solicited and reviewed to support the reimbursement of federal funds, and a final budget and evaluation report was collected. As 1987 projects were reaching completion, F.Y. 1988 projects got underway so another 150 or so subgrant projects also required administration.

Title II applications for F.Y. 1989 funds are under review, another round of equipment grants to further expand the Telefacsimile Network is in progress, and more applications for F.Y. 1989 discretionary projects are being evaluated for funding.

- Develop policies, procedures and criteria for the use of federal grant monies which are consistent with federal regulations, the Library Services and Construction Act, and Circular A-128. Provide guidance to grant applicants and recipients regarding these programmatic and procedural requirements.

Status: A policies and procedures handbook has been developed to insure the uniform administration of the Library of Michigan's LSCA program. The handbook contains forms and written procedures for every stage of a subgrant's administration. Library of Michigan staff is available for written, telephone, and personal consultative assistance in administering subgrants in order to help recipients successfully achieve compliance with federal regulations.

- Monitor all state-administered LSCA projects through the maintenance of project checklists, correspondence files, site visits and other appropriate means.

Status: The handbook mentioned above helps Library of Michigan staff to monitor each subgrant in a uniform fashion. Forms and individual project files are maintained in order to appropriately monitor each funded project. Staff conduct limited site visits and a newly established Program Monitor position will provide for the thorough fiscal review of each project through site visits and in-house evaluation.

- Proide technical assistance to grant recipients regarding the preparation of applications, reimbursement forms, and other required documentation, consistent with federal programmatic and procedural regulations.

Status: Library of Michigan staff is available for written, telephone, and personal consultative assistance in administering subgrants in order to help recipients successfully achieve compliance with federal regulations.

- Prepare required documents and reports required by the U.S. Department of Education.

Status: Library of Michigan staff completes an Annual Program, Basic State Plan, Long-Range Program and Performance Review for each fiscal year's LSCA allotment. An in-house LSCA activity calendar helps to assure timely completion of these required documents.

- Gather information pertinent to the use of funding and evaluation of LSCA programs in Michigan and develop a regular evaluation process.

Status: Completed F.Y. 1987 discretionary grants will be reviewed in order to evaluate the impact of particular funding categories and the implications on continuing education, further funding, and so forth.

Measures of Success:

- The LSCA Advisory Council meets on a regular basis with Library of Michigan staff to review and evaluate Title I, II, and III program implementation in Michigan. Council makes recommendations for new or continuation of programs.

- The recommendations and strategies for statewide library development which are an outcome of the statewide study are reviewed and recommendations made to the LSCA Advisory Council and State

Librarian for revisions and/or continuation in all LSCA programs.

- All LSCA Title I, II and III monies allotted to Michigan in any given year are successfully administered in accordance with the Act and all appropriate regulations.

- A package designed to cover the complete administration of Title I, II and III grant programs is completed in accordance with the Act and all appropriate regulations. This includes the development of a calendar of grant activities, i.e. proposals due, awards announced, monitoring visits, final budgets due, etc.

- Project checklists for Title I, II and III grants are maintained to keep in-house administration on track. Grant recipients receive technical assistance from Library of Michigan staff as needed.

- The Basic State Plan, Long-Range Program, Annual Program and Annual Report are completed as required by the U.S. Dept. of Education.

10. Handicapped

Need: Over 2% of Michigan's 9.2 million residents have physically handicapping conditions. Physical disabilities affecting vision, hearing, mobility, perception and learning ability should not interfere with or limit the quality of library service available to individuals.

Objective: To improve public library service to handicapped residents of Michigan.

Action:

- Improve the awareness and understanding of librarians regarding the types of handicaps which may impair access to public library service, the special needs of disabled library users, and the materials and programs available which are designed to address handicapper needs.

- Utilize federal grant funds to improve ***library service to handicapped*** Michigan citizens residing in state institutions by funding ***LSCA priority projects*** such as collection development and special programs.

Status: The LSCA Advisory Council has supported the use of F.Y. 1989 Title I discretionary monies for funding of subgrants to improve public library service to handicapped residents of Michigan. Applications addressing this area will receive funding which recognizes the broadest definition of "handicapped" as provided in the Library Services and Construction Act.

- Encourage public libraries and Public Library Cooperatives to address the needs of handicapped individuals within their service areas by funding ***LSCA priority projects***.

Status: Public libraries, Cooperatives and subregional Libraries for the Blind and Physically Handicapped are eligible to receive awards in this discretionary funding category.

- Evaluate the success of these federally-funded projects and share successful project descriptions with other public libraries in order to encourage the replication of these needed services and programs.

- Determine the most effective manner in which to increase awareness in public libraries of the various types of handicaps which may impair access to public library service and the needs of these individuals. Deliver this information in the manner selected and monitor the number of individuals reached and further needs.

- The number of LSCA grants which were awarded to public libraries and state institutions in order to address the needs of handicapped Michigan residents are monitored and the number of individuals reached by the projects noted.

- Successful projects—their design and administration—are shared, via publications or newsletter articles, with public libraries and state institutions throughout the state.

TITLE II: PUBLIC LIBRARY CONSTRUCTION

Need: Counting both public libraries and their branches, Michigan has close to 600 facilities with which to be concerned. Many libraries still need handicapper and energy conservation modifications. Our "Michigan Rural Libraries Survey Report" verified many needs: with a majority of the state's libraries being small or rural, just short of 30% are not yet handicapper accessible, village libraries have the smallest average facility size of 2,192 sq. ft. and city libraries in rural areas average 5,778 sq. ft. Technological advances bring about changes in services, programs and delivery systems. Related demands continue to be created that cannot be met by existing buildings which lack space, flexibility, electrical wiring and so forth. Buildings generally need modifications to improve both energy conservation and handicapper accessibility. Recent letters of intent to apply for construction grant funds indicate that even with a local match, millions of dollars would be needed from LSCA Title II to satisfy construction and remodeling needs.

Public libraries will be provided an opportunity for a hearing should their proposal be denied. If a proposal is denied, the letter of notification to the applicant will state the reasons for this decision and the procedure to be followed by the local Board of Trustees if an appeal is sought. Within ten days of notification, the local Board must notify the State Librarian that an appeal is requested. The State Librarian will offer to hold a hearing within a reasonable time. Failure of the applicant to accept the offer or to appear at the hearing will be interpreted as a withdrawal of the proposal. The applicant will be given a fair and impartial hearing and the State Librarian will reach a decision within a reasonable amount of time following the hearing. The decision will be in writing and will state the reasons for the finding.

Objective: To promote construction and renovation of public library facilities to improve the ability to deliver quality library service to Michigan residents.

Action: The Library of Michigan will:

- Use Title II funds, matched by local monies, to assist public library construction and renovation.
- Consider these categorical areas of project type in prioritized order:
  - — handicapper accessibility
  - — energy conservation
  - — renovations for the use of new technology
  - — acquisition and adaptation of historic buildings
  - — renovation or additions to present facilities
  - — new construction of public library facilities
- Solicit Letters of Intent to apply for Title II funding to aid in improved program administration and to monitor changing needs.
- Require prospective grant recipients to prepare individual project building programs.
- Provide needs assessment information to state and congressional representatives when requested.

Status: During 1988, 78 Letters of Intent to apply for LSCA Title II funding were received by the Library of Michigan. With the knowledge that F.Y. 1989 Title II funds were appropriated, Library of Michigan staff prepared application packets which were distributed to the 78 public libraries in early 1989. Preliminary applications were due by mid-April and preliminary awards announced in the early summer. As individual projects complete their work toward compliance with the necessary federal regulations, full application for F.Y. 1989 funds will be sent to the U.S. Department of Education, Library Programs Office.

Michigan's LSCA Advisory Council has recommended that applications be accepted for no less than $10,000 and no more than $120,000 in federal funding. Federal monies must be matched by local dollars; in Michigan, this will be a 45/55 match.

TITLE III: RESOURCE SHARING

Resource sharing in Michigan is grounded in many years of efforts to develop effective ways to provide quality library service for the state's residents. In reviewing Michigan's library laws, a clear history of legislation, striving to provide more effective library service is clear. Librarians learned early on that to have every book which every user might want was impractical if not impossible. Libraries agreed to loan materials to each other to satisfy patron demands as the most cost-effective way to expand their users' access to library materials.

State legislation in the early 1970's aimed at formalizing a method for resource sharing. The Library Network Act provided a means for linking the large research libraries in Michigan in order to make their collections available throughout the state through interlibrary loan (ILL). The State Library was authorized to coordinate the network which included the University of Michigan, Michigan State University, Detroit Public Library and Wayne State University, but the legislation did not provide state funds to support the network. As LSCA funds became available for interlibrary lending, they were used to finance the five ILL sites, but requests from public libraries outdistanced even these research libraries' abilities to respond satisfactorily.

In 1980, the State Librarian assembled an Interlibrary Loan Task Force to evaluate this approach to resource sharing and to make recommendations for improvements. As indicated in this document's "Brief Background on Library Service in Michigan", the result of the Task Force's study and recommendations was the creation of a regional network of multitype libraries. Academic, school, special and public libraries would search within their "home" region to fill a user's request before extending the search outside the region. Libraries having necessary bibliographic tools and access to the OCLC database were designated as regional outlets and assumed the responsibilities for coordinating ILL requests inside and outside of the region. Fourteen Regions of Cooperation exist today, using essentially the same boundaries as the Public Library Cooperatives, to facilitate effective and cost-efficient resource sharing. Within the Regions, the Cooperatives frequently serve as an anchor providing staff and assistance in coordination of activities.

With close to ten years of interloan activity, facilitated by the Regions, under our belt, librarians are working together to review the regional concept. A twelve-member committee of librarians representing all types of libraries began meeting early in 1989 to consider the past, present and future role of the ROCs, options for formalization, governance, and funding, and the Regions' relationship to Public Library Cooperatives. A complex issue, these questions will need thorough study. Additional input can be expected from Michigan's statewide library development study. Finally, the Library of Michigan's Task Force recommendations relating to ROCs are clear on the need to improve on the current Region structure.

LSCA Title III funding provides most of the financial support for the Regions of Cooperation. The Library of Michigan has also coordinated statewide projects such as the creation of a statewide Union List of Serials and a telefacsimile network for document delivery and interloan.

This regionalized approach to satisfying library users' needs puts Michigan in an excellent position to respond to the areas of concern outlined in Sec. 304 of the Library Services and Construction Act. During the period covered by this LSCA Long-Range Program, three broad objectives will address the subsections within Sec. 304:

Objective #1: Evaluate the current Region of Cooperation network as an effective way in which to achieve resource sharing in Michigan.

Objective #2: Solicit recommendations on future directions for the use of LSCA Title III funding to achieve effective resource sharing **(T.F. Interdependency Rec.# 3/A)**.

Objective #3: Develop a strategy for more effective resource sharing in Michigan.

In order to successfully meet these objectives, the following activities will be undertaken:

- Measure the level of current member library participation within the Regions of Cooperation and evaluate the impact of this information on statewide resource sharing;

- Identify unmet interlibrary loan needs and the reasons these needs currently exist;

- Review the current interloan protocols under which the regions operate and identify areas needing revision and the possible impact on unmet interloan needs;

- Evaluate the role of the statewide telefacsimile network in document delivery and interlibrary loan;

  Status: In the fall of 1988, an ad hoc telefacsimile review committee was formed to review the present status of the Michigan Telefacsimile Network and to prepare a written report on the use of telefax in high-speed document delivery and interloan. Three rounds of LSCA Title III funding had placed over 80 state-of-the-art telefax machines at regional outlet sites throughout the state. A survey was conducted of Network members. The committee also reviewed and revised the Network's membership operating agreement and the ILL forms to be used when transmitting ILL requests. Continued interest and requests for additional placement of equipment has led to a fourth round of Title III equipment grants. Individual Regions can now prioritize multiple applications from among their members and determine if equipment will continue to be placed only at regional outlet sites. The ad hoc telefacsimile committee will prepare a written report for the State Librarian on the impact of telefacsimile on library service.

- Identify unmet document delivery needs within the state and develop strategies, beyond the use of telefacsimile, to address these needs;

- Review the status of statewide access to bibliographic information, identify the desired level of access, and develop strategies to achieve this desired level of access;

  Status: Since the fall of 1988, an ad hoc committee, composed of Public Library Cooperative directors and Library of Michigan staff, has been reviewing development options for a statewide monograph database. The committee has identified cost factors for four database formats in order to proceed in determining the most cost-effective and efficient manner of building such a product. The Library of Michigan has sponsored the program "McGinn on GAC" to introduce one possible format for such a statewide database. North Carolina State Librarian, Howard McGinn, spoke to librarians from academic, school, special and public libraries about the implementation of OCLC's Group Access Capability program in February 1989.

- Evaluate the desirability of the use of LSCA funding to improve library users' access to library materials in major resource collections through collection development and maintenance;

- Evaluate the desirability of the use of LSCA funding for the reimbursement of net lender institutions;

- Encourage long-range planning among regions for further development;

  Status: The revised use of LSCA Title III funding to support Regions of Cooperation has led to initial discussions and long-range planning among many Regions. With F.Y. 1990, Title III base grants will be made to Regions, but the major portion of Michigan's III allotment will become available for discretionary grants to one or more Regions for major resource sharing projects. Proposals for approximately $25,000 to $150,000 will be considered for awards. Base grants will cover only simple operational costs such as office operations, communication costs, and so forth.

In addition, a committee of twelve librarians from academic, public, school and special settings, as well as representatives from Regions and Cooperatives, has undertaken a review of the past, present and future role for multitype regions. Discussions, underway since early 1989, are covering the options of governance, funding, legislative formalization and so on ***(T. F. Structure Rec.#1/A, 1/P, 1/S, and 1/SC).***

• Solicit input from libraries participating in regions, as well as those which do not participate, and the LSCA Advisory Council on current resource sharing efforts encouraged through LSCA Title III support.

Status: Michigan's LSCA Advisory Council has reviewed the pattern of support for multitype Regions over the past eight years. Grants to Regions are relatively small and frequently require long years of LSCA support to complete resource sharing projects such as the creation of regional databases or equipping members with hardware and software required for effective resource sharing. The Advisory Council recommends that base grants be awarded to support the most basic operational expenses of Regions, but that the major portion of the state's Title III allotment be reserved for large discretionary grants to one or more Regions in order to initiate and complete major projects. This shift in funding will be implemented with F.Y. 1990 funding to cover grants of $25,000 to $125,000.

• Designate LSCA Title III funds to more broadly support Regional and/or statewide efforts to strengthen resource sharing in Michigan for users of school, academic, special and public libraries.

Status: The shift in funding described above will be implemented with F.Y. 1990 funding to provide grants for approximately $25,000 to $125,000 for projects such as:

- conversion of unique or special collections to machine readable format **(T.F. Interdependency Rec. #6/A)**

- inclusion of the holdings of smaller public libraries and special libraries in the statewide Union List of Serials **(T.F. Interdependency Rec. #3/S)**

- development of model programs to improve access to information databases **(T.F. Interdependency Rec. #4/A)**

- development of reference sources in local libraries and the coordinated implementation of reference service at the regional level **(T.F. Rec. Interdependency #9/A)**

LIBRARY OF MICHIGAN
POLICIES AND PROCEDURES FOR LSCA IMPLEMENTATION

The policies and procedures which follow have been approved by the Library of Michigan Board of Trustees and the Michigan Legislative Council. This outline will be used when implementing LSCA state-administered programs in Michigan within the boundaries of the Long-Range Program.

GENERAL POLICIES

The Library of Michigan supports the general goals of the Library Services and Construction Act and in particular, the priority programs identified in Title I Public Library Service, Title II Public Library Construction, and Title III Resource Sharing. Through the administration of grant programs, state wide projects, and the expenditure of LSCA monies for state wide service and administration of these programs, the Library of Michigan addresses its program responsibilities as a recipient of federal funds.

A variety of documents are used to monitor the state's library needs. Extensive surveys of rural libraries and Public Library Cooperatives and member libraries were conducted and continue to provide an excellent measure of public library needs. In October of 1988, the Library of Michigan Board of Trustees published ***Information at Risk: Michigan Libraries in the 1990's*** prepared by the Board's Task Force on Interdependency and Funding. The recommendations gathered in this report document the needs of all types of libraries in the state and have played an important role in the preparation of the ***Long-Range Plan, October 1989-September 1992***.. Letters of Intent to apply for federally funded construction grants make clear the extent of current needs for library renovation, accessibility and construction.

The Library combines this information with an understanding of LSCA programs and priority funding areas to develop an effective state wide program. The LSCA Advisory Council reviews this information and also provides guidance in the development of annual grant programs. Michigan uses LSCA monies for categorical grants, discretionary or competitive grants, projects of state wide impact, and to administer the program and provide state wide services from the state library agency.

State dollars are used, in conjunction with federal LSCA funds, to assist in the support of public library service. Michigan complies with the broad state matching fund requirements found in the LSCA regulations.

PROCEDURES, PRIORITIES AND CRITERIA

Grant Application and Award Process. Those interested in applying for LSCA grant awards receive initial notification of the availability of funds through the Library of Michigan Newsletter. The Newsletter is used as a vehicle to inform libraries of LSCA program areas, priority funding areas, application deadlines, and so forth. Following this step, procedures are tailored for Title I, II, or III.

Prospective categorical grant applicants—Public Library Cooperatives, Libraries for the Blind and Physically Handicapped, and major urban resource libraries—receive application forms which include requirements in the following areas:

- general applicant information
- over-all project goal

- identification of LSCA programs which the project will address
- project objectives and methodologies
- evaluation methodology
- budget and authorizing signatures
- federal assurances

Categorical grant awards are based on population served, area served and other appropriate factors. Library of Michigan staff works with these applicants as they complete forms and provide consultative assistance and interpretation of regulations. Following proposal submission deadlines, teams of Library staff—selected for subject expertise and experience—review applications and assist applicants to revise portions of viable projects which may not be in line with LSCA program requirements or Library of Michigan guidelines.

The Library produces Title I application booklets which are distributed to all 378 public libraries and 16 Public Library Cooperatives for the purpose of applying for competitive grant funding. The booklet presents a thorough description of Library of Michigan grant guidelines, LSCA regulations, a listing of the programs to be funded, individual program guidelines, application deadlines, expenditure requirements, and examples of appropriate project topics. Presented with a complete package of information, applicants are still encouraged to contact Library of Michigan staff for further assistance. Once applications are received at the Library, review procedures, as described above, are carried out:

- An objective evaluation form is designed for each discretionary program;
- A team of Library of Michigan staff review the applications and complete an evaluation form — each application must be reviewed by at least three individuals;
- Should evaluators radically disagree regarding a funding recommendation, the application is submitted the Library Development Division Director for arbitration and reconsideration;
- Should an application be favorably reviewed but be incomplete, the Grants Coordinator will work with the applicant to obtain necessary details.

Following the achievement of a consensus regarding funding recommendations among the team members, the award recommendations are presented to the State Librarian. Applicants receive written notification of award. The Library, as representative of the U.S. Department of Education, and the grant recipient sign a project contract which details the terms of the agreement drawn from the Act and appropriate regulations. Grant recipients then receive the following items:

- Grant Reimbursement Procedures
- Request for Funds Forms
- Reimbursement Documentation Forms
- Personnel Timesheets
- Equipment Inventory Forms
- Project Revision Forms

A checklist for each funded project (Titles I, II and III) is maintained to monitor proper documentation and project progress. The Library of Michigan's "LSCA Policy and Procedures Handbook" containing all procedural guidelines and forms, is used by all staff in administering grant funds.

Similar application booklets are prepared for LSCA Title II; these, however, are distributed only to individual public libraries which have completed a Letter of Intent to apply for federal funding.

Eligibility. Specific criteria for eligibility of applicants are established for each type of grant. In general, public libraries must be legally established in order to apply for construction funds or Title I competitive grants. If particular categorical grants are available only to Libraries for the Blind and Physically Handicapped, only those so designated within the state may apply. Libraries eligible to receive major urban resource library grants are designated by the Secretary of the U.S. Department of Education. Within the broad category of competitive grants, applicants may be restricted to specific classes of libraries (serving specific maximum and minimum populations) and this information is stated clearly in the LSCA Title I Application Booklet.

Funding Priorities. The Library of Michigan continues to combine the documented needs for support of Michigan public library service with the priorities contained in the LSCA statutes to develop an Annual Program for the use of federal funds. The Library recognizes the following areas as those which require priority attention among the LSCA programs:

- Improve access to public library resources and services for individuals with limited English-speaking abilities;
- Improve access to public library resources and services for handicapped individuals;
- Improve access to public library resources and services through projects in urban and rural areas;
- Improve access to public library resources and services for other least served populations;
- Improve public library services for the elderly;
- Combat illiteracy; and
- Increase library services and access to services through the effective use of technology.

A review of the section, "LSCA Programs Address Library Service Needs in Michigan", within this long-range planning document will clarify the way in which these priority areas are addressed in concert with the state's needs. For instance, within the broad topic of areas with inadequate public library services, many project categories could be funded to improve the level of library service. One example of attention to LSCA priority needs is indicated by the action statement "Encourage improved library service in rural areas by funding priority LSCA projects." Competitive grants to small or rural public libraries will be funded before others which might also enhance library service to areas with inadequate service. Each year's Annual Program will present the particular priority areas to be addressed that year.

Evaluation. The Library of Michigan, as well as the LSCA Advisory Council, participates in the evaluation of LSCA programs and individual projects. In completing forms to request LSCA funding support, applicants must provide a detailed description, on an objective-by-objective basis, of the evaluation methods they will use. Libraries are encouraged to perform more that quantitative measures, although objectives are reviewed to ensure that they are quantifiable. Project staff are asked to share information on programs which could be replicated by others in the state and to evaluate both the successes and failures of the project. LSCA Annual Reports are used to report to the U.S. Department of Education on individual LSCA projects.

The Library of Michigan works cooperatively with the Advisory Council to continually evaluate the overall use of federal funding to assist in the support of library service in Michigan. The Council provides the Library with recommendations on addressing LSCA programs and assisting libraries to successfully meet LSCA program and regulatory requirements.

Expenditure of Funds. When expending LSCA funds, grant recipients must be prepared to abide by all Library of Michigan and LSCA regulations and guidelines. Applications booklets, informational memorandums and correspondence, and contracts between subgrant recipients and the Library of Michigan provide this information and includes the following items:

- Federal funds will be expended solely for the purposes described in approved project applications and approved project revisions;
- Federal funds will be available to subgrantees only on a reimbursement basis;

- Requests for Funds and Reimbursement Request Documentation forms must be used to request grant monies and must be accompanied by appropriate photocopies of paid invoices, personnel timekeeping sheets, and so forth;

- Prior to releasing the final 10% payment on any grant, a final detailed budget for the project must be submitted for review; and

- Grant funds must be expended in accordance with applicable state and federal regulations; grant funds cannot earn interest or be used to pay interest on loans.

The Library of Michigan has recently added and filled a Program Monitor position. This individual is now an integral part of the LSCA administration team. Our Program Monitor has a strong accounting background, audit experience, a knowledge of single audit requirements, and is a CPA. This individual works with Library staff to strengthen all areas of the LSCA program. Additionally, the Monitor works with individual subgrantees to ensure their understanding of all fiscal and regulatory responsibilities inherent in the acceptance of federal grant monies.

Audits. The Single Audit Act of 1984, Public Law 98-502, establishes audit requirements, in accordance with the Office of Management and Budget (OMB) Circular A-128, for State and local governments that receive Federal aid. The Single Audit Act requires the following:

- State or local governments that receive $100,000 or more a year in Federal financial assistance shall have an audit made for that year in accordance with OMB Circular A-128.

- State or local governments that receive between $25,000 and $100,000 a year in federal financial assistance shall have a financial and compliance audit made in accordance with OMB Circular A-128, regulations governing the programs they participate in.

- State or local governments that receive less than $25,000 a year shall be exempt from compliance with the Act and other Federal audit requirements. These State and local governments shall be governed by audit requirements prescribed by State or local law or regulation.

Effective 1 January 1989, all audits of Federal funds, including single audits made under OMB Circular A-128, must be done in accordance with the 1988 revision of the Federal Accounting Office's ***Government Auditing Standards*** (GAS).

The audit report will be submitted to the Library of Michigan within 30 days of the completion of the audit, but no later than one year after the end of the audit period. Audit costs are allowable charges to Federal assistance programs.

LSCA Advisory Council

The Advisory Council is appointed by the State Librarian in accordance with P.L. 98-480, as amended. In Michigan, this 13 member council broadly represents all types of libraries and library users and serves to advise the State Librarian as outlined below:

Membership. *The Advisory Council shall be broadly representative of public libraries, academic libraries, special libraries, school libraries, institutional libraries, libraries serving the handicapped and users of such libraries, including disadvantaged persons.*

Term of Office. *Members of the Advisory Council shall serve for terms of three fiscal years. Members shall be eligible for reappointment, but no person shall serve more than six years consecutively as a member of the Council.*

Officers. *The Advisory Council shall elect a chair and a vice-chair at the first meeting following October 1st of each year. The State Librarian shall serve as Secretary for the Council.*

Functions. *The Advisory Council shall advise the State Librarian on the development of the State Plan for the Library Services and Construction Act and other required documents, such as the long range program, and shall advise on such other matters on which the State Librarian may seek counsel.*

Meetings. *The Advisory Council shall meet at least twice a year, in July and November (additional special meetings may also be called). Members may be reimbursed for necessary travel expenses in accordance with State Law and procedures.*

Members of the 1989 LSCA Advisory Council.

Front Row, left to right: Carol Goodwin, Rep. Libraries Serving Handicapped; Beverly Papal, Farmington Community Library, Rep. Libraries Serving Handicapped; Sue Skoglund, Riverside Osteopathic Hospital, Rep. Special Libraries; Pat Frey, Rep. Disadvantaged Library Users; Shannon Roy, Library of Michigan; Rosemarie Byers, Grace Dow Memorial Library, Rep. Multitype Library Regions of Cooperation.

Back Row: Judy Kalmanek, Michigan Department of Corrections, Rep. Institutional Libraries; Pam Fowler, Rep. Library Users; Cathryn Weiss, Oakland County Literacy Project, Rep. Library Users; Cathy Connelian, Troy School District Media Center, Rep. School Libraries; Arthur Woodford, St. Clair Shores Public Library, Rep. Public Libraries; James W. Fry, State Librarian, Rep. Library of Michigan; Clifton Jones, Saginaw Valley State University, Rep. Academic Libraries; Sharon Rothenberger and Jeff Johnson, Library of Michigan. **Not Pictured:** Jean Curtis, Detroit Public Library, Rep. Library Cooperatives and Jean Frazier, Rep. Library Users.

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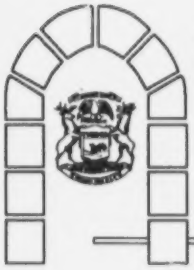

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